



Sophia Zhukovska

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About me:

I am a highly motivated individual driven to find the gaps and innovate ways to serve customers' needs. While meeting with talented people, I do my best to identify main needs, clarify business goals, point out main risks, share insights on successful project delivery. Mastering business ethics and problem-solving mindset help me to find the best solutions while working with clients from all over the globe.

WORK EXPERIENCE

01/03/2021 – CURRENT

HR BUSINESS PARTNER ZEALIC SOLUTIONS

- Full recruitment cycle (gathering requirements, sourcing, pre-screening, interviews, extending of job offers);
- Recruitment planning;
- On-boarding process;
- Organization team buildings;
- Updating, creation, and support of HR databases;
- Motivation and adaptation of the employees;
- Preparation of employment contracts;
- Scrum of Recruitment and HR Teams;
- Open new markets and do a full recruitment cycle - Ukraine, EU (Poland, Hungary, Bulgaria), The USA, and India.

01/01/2020 – 28/02/2021

BUSINESS DEVELOPMENT TEAM LEAD TEMPLATE MONSTER JETIMPEX, INC

- Responsible for directing and leading all business development activities;
- Work with Marketing & Communications leadership to identify, communicate and prioritize business development initiatives;
- Collaborate with the partnership and peers across the firm to highlight and promote the firm's strengths;
- Evaluate and analyze new business opportunities and alliance benefits;
- Analyze and evaluate the effectiveness of initiatives, methods, costs, and results;
- Execution of the sales plan;
- Interviewing new sales managers;
- On-boarding new team members;
- Development of sales skills in employees , motivation of subordinates, mentoring and coaching;
- Operational analysis, planning and control of key projects of the department;
- Cooperation with other company departments, communication about new products, trends, etc.

01/04/2019 – 31/12/2019

BUSINESS DEVELOPMENT MANAGER TEMPLATE MONSTER JETIMPEX, INC

- Prospecting for new clients/lead generation;
- Identifying strong potential prospects using initiative and creativity to generate outbound lead opportunities;
- Direct communication with customers via email and chats;
- Follow up and qualify contacts from web registrations, promotions, and other marketing and sales activities;
- Recording of all activities in the CRM;

- Market research feedback

15/09/2020 – 30/03/2021

BUSINESS DEVELOPMENT MANAGER (EXPORT) - PART-TIME AVIATSIYA HALYCHYNY

- Development of new markets, expansion of the network of distributors-importers in foreign markets;
- Implementation of a set of measures on adaptation of products to the requirements of the legislation of the target market and the wishes of the partner in the country of import;
- Cooperation with other company departments, communication about new products, trends, etc.

01/07/2017 – 01/09/2018

EXPORT SALES MANAGER PRJSC "CONCERN KHLIBPROM"

01/10/2016 – 01/07/2017

PRODUCT MARKETING MANAGER PRJSC "CONCERN KHLIBPROM"

● **EDUCATION AND TRAINING**

01/09/2013 – 31/05/2017

BACHELOR DEGREE IN FINANCE Lviv Banking Institute of the NBU Banking University

01/09/2017 – 31/12/2018

MASTER OF BUSINESS ADMINISTRATION Lviv Banking Institute of the NBU Banking University

01/09/2017 – 31/05/2018

EXCHANGE PROGRAM "INTERNATIONAL SALES" Estonian Marketing Institute

01/09/2018 – 01/02/2019

EXCHANGE PROGRAM "INTERNATIONAL ECONOMIC" Poznan University of Economics and Business

01/09/2021 – CURRENT

PHD OF ECONOMIC Ivan Franko National University of Lviv

● **LANGUAGE SKILLS**

Mother tongue(s): **UKRAINIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	B2	B2
POLISH	B1	B1	A2	A2	A2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

● **DIGITAL SKILLS**

Microsoft Office | CRM Software | eCommerce systems | Google Drive | Scrum | Agile Methodology | Altassian (BitBucket, Bamboo, Confluence, Jira) | Slack | Kanban

● **ADDITIONAL INFORMATION**

COMMUNICATION AND INTERPERSONAL SKILLS

Communication and interpersonal skills 1. Excellent communication skills;

2. Critical thinking;
3. Experience in building sales department;
4. Time management and conflict resolution skills;
5. Systematic approach to solving issues;
6. High personal culture;
7. Effective planning and prioritization skills;
8. Customer Relationship Management;
9. Staff Training & Development;