

PERSONAL INFORMATION

Olena Minko



📍 Avenida de Bernat Guinovart, 1F, 2-6, Algemesí, Valencia

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✉ Elena.mink@gmail.com

Sex Female

Date of birth 12/04/1983

Nationality Ukraine

WORK EXPERIENCE

Dec 2013 – Jun 2014

Export Department Manager

“Agromax Agrícola, S.L.”, Valencia

- Manage the commercial activity within the international market. Identification, collection and monitoring of customers in international markets.

Business or sector Agricultural Export

Aug 2011 – Nov 2013

Export Department Manager

“Foncasal Trading, S.L.”, Logroño

- Manage the commercial activity within the international market. Identification, collection and monitoring of customers in international markets.

Business or sector Delicatessen Products Export

Jun 2008 – Dec 2010

Director Assistant

“IKUSI-Angel Iglesias, S.A.”, San Sebastian

- Director, commercial and sales representative, administrative and management support.

Business or sector Telecommunications

Jun 2005 – Jan 2006

Director Assistant

“Strommash Plant, Ltd”, Cherkasy, Ukraine

- Direction administrative and management support.

Business or sector Industrial Equipment

EDUCATION AND TRAINING

Nov 2013

International negotiation

Federación de Empresarios de La Rioja, Spain

Feb 2013

Practical course for purchasing manager

Moscow Business School, Russia

Jan 2013

Effective work with retail

Retail Training Group, Moscow, Russia

2006 - 2008

Senior Technician in International Commerce

Nazaret Zentroa, San Sebastian, Spain

2000 - 2005

Master Degree in Applied Linguistics, Translation, Teacher of English, German and French languages

Cherkasy State Technological University, Cherkasy, Ukraine

PERSONAL SKILLS

Mother tongue(s)	Ukrainian Russian				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Spanish	B2	B2	B2	B2	B2
English	B2	B2	B2	B2	B2
French	A2	A2	A2	A2	A2
German	A2	A2	A2	A2	A2
	Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user Common European Framework of Reference for Languages				

Communication skills ▪ Good communication skills gained through my experience as export manager, especially in marketing communications and negotiation.

Organisational / managerial skills ▪ **Leadership (responsible for a team of 5 people)**
▪ Management skills acquired through my experience as export manager. Especially in Project Management and Planning, Account Management, Business Development and Strategy plans.

Job-related skills ▪ interpreting and translation skills gained through my experience in different international projects.

Computer skills ▪ Good command of Microsoft Office™ tools
▪ Good command of CRM and Baan tools (enterprise resource planning software)
▪ Familiar with Crystal Report

Driving licence ▪ B

ADDITIONAL INFORMATION

Projects Participation in the creating of campaign "Civic Ethics" in "Nazaret Zentroa, San Sebastian"