

MARIIA MELNYK

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PROFESSIONAL SKILLS

- ✓ Strong communication, organizational, problem-solving, and analytical skills
- ✓ Translation and interpretation EN>UA, UA>EN, copywriting and editing
- ✓ Data visualization, Photoshop, Tableau, Flourish, Google Data Studio
- ✓ Excellent Microsoft Office (Excel, PowerPoint, Word), Google Workspace, SAP user

WORK EXPERIENCE

Freelance translator (2018 – currently)

- Book Translations for ARTHUSS Publishing. Translation of various documents (letters, notes, statements, etc.) for International Companies (L'Oréal Ukraine, Kuehne + Nagel, etc) at PROFPEREKLAD Translation Agency.

UKRAINIAN INSTITUTE (07.2021 – 04.2023; currently on maternity leave)

Analyst

- Conducting research, and writing analytical papers in the field of cultural diplomacy. Among the key projects: [research of Ukrainian and Crimean Tatar studies abroad](#), research of [the Institute's achievements in terms of target audiences' expectations](#), etc.
- Monitoring and evaluation of the Institute's activities, conducting and analyzing surveys.

UKRAINIAN CULTURAL FOUNDATION (02.2020 – 06.2021)

Analyst

- Analyzed the fulfillment and implementation of objectives of the 13 programs of the Foundation.
- Created a CRM database of applicants, and provided thorough analysis of cultural background for programs implementation, operational, and program activities.
- Designed instructions for grant programs, participated in the development of long-term strategy, a training course on project management.
- Created analytical reports, questionnaires, responded quickly and efficiently to inquiries.

L'OREAL UKRAINE (03.2018 – 01.2020)

Assistant Key Account Manager

- Provided weekly analytical reports and advised on improving Accounts receivable, Price Monitoring, Promo effectiveness, Market Share.
- Successfully negotiated contracts, promo designs, discounts, and other subjects with national clients,
- Monitored merchandiser's work via store checks and internal databases.
- Set up work with an important international partner,
- Always kept project and payment deadlines.

Administrative Coordinator

- Improved cost-effectiveness of monthly expenses; created corporate procedures.
- Organized events, and implemented EHS standards in the office (plastic replacement, Health Days, visits to the recycling plant, and inventory).
- Held transparent profitable tenders, and managed effective business relations with partners and vendors.
- Prepared accurate reports and forecasts related to procurement and services.

INTEXCHANGE EDUCATION (08.2017 – 02.2018)

International Exchange Program Manager

- Coordinated the entire process from planning to implementation and completion of the program 24/7.
- launched and taught English language courses.
- Maintained close business relations with international partners. Launched effective cooperation with few international Education Institutions.

EDUCATION

The National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute”

Master of International Business Management (2019)

Master of English Philology (including Translation) (2018)

Yuriy Fedkovych Chernivtsi National University

Bachelor of English Philology (2017)

LANGUAGES

- **Ukrainian – native language**
- **English: C1 – Proficiency**
- **French: B1 – Upper-Intermediate**
- **Russian: C1 – Proficiency**

PROFESSIONAL TRAINING COURSES

- Course in editing and stylistics, *LitOsvita*
- Literary translation school, *LitOsvita*
- Project Management in Culture, *British Council*

BOOK TRANSLATIONS into Ukrainian

1. Гевін Емброуз, Ніл Леонард. Основи. Графічний дизайн 03: Генерування ідей. / Пер. з англ. Марії Мельник, Вероніки Пугач, — Київ: ArtHuss, 2019, — 192 с.
2. Гевін Емброуз, Ніл Леонард. Основи. Графічний дизайн 02: Дизайнерське дослідження. / Пер. з англ. Марії Мельник, Вероніки Пугач, — Київ: ArtHuss, 2019, — 192 с.
3. Елеонора Естес «Сто Суконь» / Пер. з англ. Марії Мельник, 2020 (not published)