

MARIIA MELNYK

+380977891870 melnykm96@gmail.com

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, ArtBooks Publishing.

Analyst at Ukrainian Institute (2021 – 2023; currently on maternity leave)

- 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.

Analyst at Ukrainian Cultural Foundation (2020 – 2021)

- 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.
- Created analytical reports, questionnaires, responded quickly and efficiently to inquiries.

Assistant Key Account Manager, Coordinator at L'Oréal (03.2018 – 01.2020)

- 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,
- Improved cost-effectiveness of monthly expenses; created corporate procedures.
- Held transparent profitable tenders, and managed effective business relations with partners and vendors.

International Exchange Program Manager at Intexchange Education (2017 – 2018)

- 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
- **Swedish: B2** – Upper-Intermediate
- **French: B1** – Upper-Intermediate

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
4. Серія дитячих книжок «Походження супергероїв» — Артбукс, 2024.
5. Серія дитячих книжок «Скубі-Ду!» — Артбукс, 2024.
6. Серія дитячих книжок «Твіті!» — Артбукс, 2024.

PUBLICATIONS

[Від Америки до Азії: Україна на літературній мапі світу 2023 року](#), Читомо.

[Research of Ukrainian and Crimean Tatar studies abroad](#), 2022.

Research of [the Ukrainian Institute's achievements in terms of target audiences' expectations](#), 2021.