

PERSONAL INFORMATION

Irena Bulka



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WORK EXPERIENCE

01/2019–Present

Engagement Manager

HAPPY design studio, Lviv (Ukraine)

- Communication with potential clients
- Lead generation
- Set up meetings with potential clients
- Looking for partnership and business opportunities
- Work with CRM and conduct the client base (update, add new leads)
- Make mailings to previous and cold clients

04/2014–Present

Freelance Translator

Self-Employed, Lviv (Ukraine)

- Language pairs: English - Ukrainian/ Ukrainian - English/ Russian - English;
- Subjects: Medicine/ IT: Games&Apps/ Advertising, Marketing, Fashion, PR/ Media and Journalism/ Agriculture;
- CAT tools: Smartcat/ Google Toolkit/ MemoQ/ WORDFAST.

06/2018–11/2018

Junior Sales Manager

Siligin Software, Lviv (Ukraine)

- Communicate with potential clients;
- Work with CRM(Hubspot) and conduct the client base (update, add new);
- Review of the documentation(Project Requirements, Game Design Document);
- Offer the needed working approach.

12/2017–06/2018

Lead Generation Manager

Siligin Software, Lviv (Ukraine)

- Search for perfect clients every day who need help in game development;
- Work with CRM(Hubspot) and conduct the client base;
- Keep a weekly record of the answered messages and sum up the work done;
- Lead generation.

07/2017–10/2017

International Patient Coordinator

Intersono, Lviv (Ukraine)

- Assistance in choosing the donor;
- Documents and analysis formation;
- Assistance with the development and implementation of treatment plans;

- Manage ongoing communication between the Physician and the patient.

09/2004–Present **Volunteer**
PLAST - National Scout Organization of Ukraine, Lviv (Ukraine)

EDUCATION AND TRAINING

09/2015–06/2017 **Master's Degree**
Ivan Franko National University of Lviv, Lviv (Ukraine)

09/2011–06/2015 **Bachelor's Degree**
Ivan Franko National University of Lviv, Lviv (Ukraine)

PERSONAL SKILLS

Mother tongue(s) Ukrainian

Foreign language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
German	B1	B2	B1	B1	B1
Polish	B2	B2	B1	A2	B1
Russian	C2	C1	B1	B1	B1

Communication skills - good communication skills gained through my experience as junior sales manager and lead generation manager
- excellent teamwork skills gained through my membership in PLAST (National Scout Organization of Ukraine)

Organisational / managerial skills - leadership and organizational skills (gained through my membership in PLAST and variety of organization of scout events)
- teamwork skills (gained through my experience as junior sales manager and lead generation manager)

Job-related skills - build relationships (find and communicate with potential clients);
- negotiation (discuss the project details with clients, find out the client's needs, offer the best approach etc.)
- prospective (see the possible risks, agree on future work on the next possible projects)

Other skills PC skills:
Microsoft Office, Windows/ OS X, CRM System(HubSpot), Task Tool(Asana)

Personal skills:
Hardworking, result-oriented, easy-going, friendly, sociable, initiative, communicative, team player, reliable, helpful

Interests:

Traveling abroad, skiing, rock climbing, alpinism, hiking, cycling

Driving licence B