

PROFILE

A versatile professional with a strong academic background in Literature Studies, History, and European Studies (specializing in Public and Cultural Diplomacy). Experienced in event management (business and cultural), international charitable organizations, start-up implementation (media industry), the creation and execution of diverse cultural projects (literary and music festivals, interdisciplinary initiatives), and work in a diplomatic mission. A detail-oriented individual with excellent organizational and cross-cultural communication skills, capable of delivering exceptional experiences while maintaining composure in fast-paced environments.

EXPERIENCE

- 10.2023-current **Fundraising Coordinator / Internews Ukraine**
- Monitoring new proposals and tenders (announced by local and international donor organizations).
 - Developing proposals, concept notes or other types of applications.
 - Interacting with managers and directors of the organization to develop new projects, ideas and project initiatives.
- 11.2022-10.2023 **Project Manager / Agencja Komunikacji Życie**
- Leading and managing end-to-end event projects.
 - Project management, including team leadership, task prioritization, and collaboration with cross-functional teams.
 - Managing budgets and resources effectively, optimizing project efficiency and cost-effectiveness.
- 07-12.2022 **CVA Field Coordinator / Save the Children International**
- Coordinating the end-to-end implementation of Cash and Voucher Assistance (CVA) programs in the field.
 - Providing technical guidance and support to field teams on CVA activities, ensuring smooth execution.
 - Collaboration with stakeholders to ensure the successful delivery of the program.
- 04-09.2022 **Project Manager / Kraków Festival Office**
- Leading the planning, organization, and execution of festival projects, ensuring adherence to timelines and budgets.
 - Coordinating and collaborating with artists, vendors, and sponsors to ensure seamless communication and successful delivery of festival activities.
 - Managing event logistics, including venue selection and technical production, to create exceptional festival experiences.
- 01-07.2022 **Employee of a Diplomatic Mission / Consulate General of Ukraine in Kraków**
- Providing assistance and support to Ukrainian citizens residing in the consular district.
 - Handling consular and administrative tasks, such as visa and passport applications, legal documentation, and notarial services.
 - Facilitating diplomatic communication and collaboration between the Consulate General and local authorities, organizations, and individuals.
- 01.2019-11.2021 **Editor-in-Chief / Gargantua Media**
- Overseeing the editorial direction and content strategy of the publication.
 - Managing a team of writers, editors, and designers to ensure high-quality and engaging content production.
 - Setting editorial standards, reviewing and approving articles, and ensuring adherence to brand guidelines and style.
- 05.2018-09.2019 **Project Manager / LvivMozArt International Festival of Classical Music**
- Developing and managing the festival program, curating a diverse and captivating lineup of performances and events.
 - Serving as the festival's spokesperson, handling media relations, and coordinating press releases and interviews.
 - Cultivating and maintaining relationships with sponsors, ensuring their involvement and support throughout the festival.

IVAN RADYK

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EDUCATION

2021-2023	MA in European Studies Jagiellonian University
2020-2021	Postgraduate Research in Anthropology of Literature Jagiellonian University
2019-2020	MA in Public History Ukrainian Catholic University
2018	Culture and Creativite Courses Creative Europe Programme
2017	Literary Journalism Lviv Media Forum (83rd PEN International Congress)
2015-2019	BA in History Lviv Ivan Franko National University

SKILLS

Project Management, Event Management, Cross-Cultural Communication, Grant Writing, Translation (Polish to Ukrainian), Research and Analysis, Microsoft Office Suite, Figma, AI (Artificial Intelligence)

← HARD

Leadership, Team Management, Communication, Problem-Solving, Time Management, Adaptability, Attention to Detail, Creative Thinking, Collaboration, Organizational Skills

← SOFT

LANGUAGES

Ukrainian - mother tongue Polish - C2 English - B2+

CREATIVE WORKS

Translation of Oksana Zabuzhko's essay
(from Polish to Ukrainian) (part), [link](#)

RECOMMENDATIONS

CONFERENCES / SEMINARS / WORKSHOPS

Mentoring Programme Ukraine 2023
by Institut für Auslandsbeziehungen,
Berlin (Germany), 09-12.2023

Translators Without Borders
by Kolegium Europy Wschodniej
im. Jana Nowaka-Jeziorańskiego
Wojnowice near Wrocław (Poland), 2021

Youth Voice Meetings
by Young Agents of Changes
Warsaw (Poland), 2019

Human Rights Programme
by Educational Centre for Human Rights
Lviv (Ukraine), 2018-2019

HONOURS AND AWARDS

Grant Program for Projects for the Study of Culture of Ukraine.
Project: Awarding institution: Lviv City Council, 2020

Scholarship of the Government of the Republic of Poland for Young Scientists.
Project: The Concept of Europe in Polish Postmodern Literature.