

Hanna Syveniuk

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EMPLOYMENT HISTORY

Office Manager, N-iX Poland

July 2022 - Nov 2022, Krakow

As Office Manager at N-iX, my duties include:

- Looking for new vendors, negotiating contracts
- Ensuring vendors provide high-quality service
- Maintaining the office in perfect condition and coordinating ongoing repairs
- Managing vendors' invoices
- Controlling office budget
- Working on office branding

Office Manager, Amazon Development Center Poland

Oct 2019 – Dec 2021, Krakow

After Amazon acquired Sizmek, I continued performing office maintenance duties and administrative process coordination.

Office Manager, Sizmek

May 2015 – Oct 2019, Krakow

After the acquisition of StrikeAd by Sizmek, I continued performing previous duties and additionally:

- Looking for new office spaces, contract negotiation, office renovation, maintaining a good relationship with the landlord
- Coordinating accounting operations and invoice management with an external partner firm
- Creating and updating employee files, timetables
- Preparing payrolls, payslips, and tax audit
- Implementing benefits packages for employees (LuxMed, Benefit System)
- Creating and implementing Health and Safety procedures in the offices
- Coordinating employee training on Health and Safety in the workplace
- Implementing health checks for current and new employees
- Recruiting
- Onboarding and offboarding employees
- Supporting the IT department to ensure proper infrastructure
- Purchasing IT equipment upon request
- Preparing the yearly budget for the office

Amazon acquired Sizmek in May 2019

Office Manager, StrikeAd

Jul 2014 – May 2015, Kiev-Krakow

As Office Manager at StrikeAd, my duties include:

- Filling office stock
- Looking for new office vendors, negotiating contracts
- Ensuring office vendors provide high-quality service
- Maintaining the office in perfect condition and coordinating ongoing repairs

- Leading project of office relocation to Krakow, Poland
 - Preparing Work permits and Visas for employees and their family members
 - Looking for a shipping company for office and personal items transport to the new location, running tender, negotiating the contract
 - Managing vendors' invoices
 - Supervising office budget
- Sizmek acquired StrikeAd in May 2015.

Accountant, Logistics Manager, GlobalMusic

Jun 2013 – Jul 2014, Kiev

As Accountant and Logistics Manager, I am responsible for the following:

- Primary accounting
- Processing customers' orders
- Preparing shipping lists and transport orders for the delivery department
- Preparing VAT invoices
- Monitoring cash flow
- Preparing sales reports
- Processing reclamations and coordinating refunds

Team Leader, Invoice Auditor, ControlPay BV

Apr 2008 – Mar 2012, Kiev

As Audit Department Team Leader, my responsibilities include:

- Ensuring high performance of my team by meeting company standards and KPIs
- Ensuring compliance with company procedures and processes
- Solving issues, analyzing trends, introducing processes for efficiency improvement
- Monitoring and evaluation of Invoice Auditors' work performance
- Ensuring support and development of new employees
- Monitoring internal documentation update

As Invoice Auditor, I am responsible for the following:

- Analysis, implementation, testing, and update of freight rate agreements
- Shippers' and carriers' transport order data processing and analysis
- Carriers' invoice data processing and analysis
- Resolving issues with responsible parties
- Analysis trends
- Update internal documentation and working instructions
- Conduct training for shippers and carriers
- Providing support for system users

EDUCATION

Kyiv National Linguistic University, BA Philology, Enterpritor (English)

2007 – 2008, Kyiv

National Technical University of Ukraine "Kyiv Polytechnic Institute," BA Linguistics, Technical Translator (English)

2003 – 2007, Kyiv

LANGUAGES

English, Polish, Ukrainian, Russian