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EDUCATION

September 2004 June 2005	Master diploma «Economy and Marketing»	National Technical University “Kyiv Polytechnic Institute” Faculty of Management and Marketing
September 2000 June 2004	Bachelor Diploma «Economy and entrepreneurship»	National Technical University “Kyiv Polytechnic Institute” Faculty of Management and Marketing
September 1990 June 2000	Certificate of secondary education	Gymnasium № 59, Kyiv

WORK EXPERIENCE

July 2013- October 2014

RCLIN Group

Marketing, accounting and control manager

Development of the company’s marketing strategy and the company’s corporate style;
Planning, organization and implementation of regular promotion events;
Preparation of marketing materials; writing and editing articles for the corporate website;
Research and identification of the company’s suppliers and partners;
Communication with foreign partners about medical supplies for the clinic;
Quarterly monitoring of international laboratories and institutes for innovative diagnostic methods,
pricing and preparation of the final report for the company's owners;
Preparation of invoices for VIP clients;
Organization of trainings, conferences, and business trips for the company's management.
Translations: Ukrainian, Russian, English and French.

February 2011- July 2013

PHARMEX GROUP Ltd

Coordinator of Marketing department

Preparation of analytical reports on the products;
Preparation of tradeshows and participation in them; communication with foreign partners;
Development of corporate image: coordination of commercials, photo sessions, promotional videos;
Organization of trainings, conferences, business trips and cultural programmes;
Development of materials for the corporate website;
Drafting of annual and monthly marketing department budgets;

Preparation of reports on the results of promotion campaigns.
September 2009 – February 2011
AMRITA Ltd

Coordinator of Marketing department

Organization and coordination of promotion programs, trainings and corporate events;
Preparation of corporate printed materials, labels and packaging for the products;
Communication with suppliers; public and media relations;
Development of materials to the company's website;
Preparation of contracts, accounts, passports for the new products etc.

October 2007-May 2009

TELEGRAAF MEDIA GROUP (TMg)

Coordinator of advertisement department

Organization of cooperation with editorial office, designers and distribution department;
Planning and control of advertisement publication, preparing of reports;
Organization and supervision of layouts preparation for the following publications: "Lubimaya",
"Glance", "Gourmet Guide", "What's On" and "Panorama";
Control of payments for advertisement, preparation of the reports.

October 2006 – August 2007

AUDIT COMPANY "GUARANTEE-AUDIT"

Manager of VIP clients

Research of potential VIP clients, planning meetings with them;
Development of the clients' database and conducting telephone sales of services;
Support in preparation of commercial proposals, agreements and minutes;
Assistance to management team in foreign correspondence/negotiations/meetings/ business trips.

January 2006- October 2006

LEVENETS, MACIW & PARTNERS LAW OFFICES

Office manager/Personal Assistant to the Director

Office administration;
Preparation of materials for website, organization of corporative events;
Marketing research of competitive environment;
Organization of business meetings and business trips.

LANGUAGES

Ukrainian – native language
English and Russian – fluent
French – good
Spanish – basic knowledge

COMPUTER SKILLS: MS Word, MS Excel, Power Point, Internet Explorer, 1C, GOAL, CRM.

HOBBIES: Toast Masters Club member, driving, travel, animals, sports.