
Olena Spektor

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SUMMARY

I am a quick learner who can absorb new ideas and can communicate easily with people from different social and professional backgrounds. I am well mannered, articulate and experienced in providing quality customer service. I am able to adapt to challenges when they arise and at the same time remain aware of professional roles and boundaries.

EDUCATION

Toi-Ohomai Institute of Technology, Tauranga - *Photoshop and Illustrator Pathway*

May 2019 - September 2019

Toi-Ohomai Institute of Technology, Tauranga - *Photography Pathway*

July 2018 - October 2018

Toi-Ohomai Institute of Technology, Tauranga - *Diploma in Applied Computing Level 5*

July 2016 - June 2017

Waiariki Bay of Plenty Polytechnic, Tauranga - *Certificate in Computing Level 3*

March 2016 - June 2016

Mechnikov Odessa National University, Ukraine - *Master's degree in Sociology*

September 2007 - June 2012

TECHNICAL SKILLS

- Knowledge of Adobe Photoshop, Adobe InDesign, Adobe Illustrator and Adobe Lightroom (my portfolio on Behance <https://www.behance.net/spektorhel775e>).
- Knowledge of HTML and CSS (<https://github.com/Hellenna>, https://bitbucket.org/Olena_Baduyk).
- Knowledge and experience in business analysis (analysing requirements and creating sitemaps and wireframes for them).
- Excellent working knowledge of all Microsoft Office packages.

EXPERIENCE

Self-employed - *Graphic designer (Part-Time, Freelance)*

OCTOBER 2019 - CURRENT

Company Information

Designing websites, mobile applications and logos (www olenaspektor.com).

Responsibilities

- Liaising with clients to determine their requirements.
- Creating wireframes, page designs, and prototypes for the clients websites and applications.
- Deliver projects on time ensuring quality standards are met.

Achievements

Improved UX design by helping to identify problems in the products and solving them.

For example:

1. Modernized cafe website design to be responsive and user-friendly by identifying and focusing on main customer activities in the UX (e.g. booking the table, finding opening hours, etc.)
2. Implemented end-to-end design for mobile app and collected user feedback before implementation by creating the prototype and doing user interviews.

PhotoHouse - *Business Analyst (Part-Time, Freelance)*

JUNE 2017 - OCTOBER 2018

Company Information

Development and support web-to-print solutions for photo labs (www.azbukafoto.ru).

Responsibilities

- Measure project performance using appropriate systems, tools and techniques.
- Collaborate with an internal team to design, develop and implement the digital project.
- Deliver projects on time ensuring quality standards are met.
- Create and maintain comprehensive project documentation.

Achievements

Managed the development of new features to the existing web-to-print application and achieved project scheduled goals.

Burger King, Tauranga - Crew Member (Part-time)

NOVEMBER 2015 - FEBRUARY 2018

Company Information

Fast food restaurant.

Responsibilities

- Greet customers and inquire for their preference.
- Relay customers' orders to the kitchen and help prepare the order.
- Prepare and pack food according to Burger King's policies and procedures.
- Operate a cash register and take payments.
- Process credit card payments.

Achievements

Been complimented by the managers, coworkers, and customers for a fast and high quality service.

Bay of Plenty Interpreting Service, Tauranga - Administrative Assistant (Volunteer)

MAY 2015 - FEBRUARY 2016

Company Information

BOPIS provides face-to-face and telephone interpreting as well as translation of documents.

Responsibilities

- Assist the BOPIS Coordinator in the administration tasks.
- Perform general clerical duties.

Achievements

Proposed to create a database for the internal documentation, which optimised internal processes and was appreciated by the manager.

Dopomoga Ukraine, Ukraine - Recruitment Consultant

APRIL 2013 - APRIL 2014

Company Information

Dopomoga Ukraine is one of the largest staffing companies in Ukraine that is providing recruitment, outsourcing, and staff evaluation services.

Responsibilities

- Looking for candidates by methods that were discussed with customers and agreed by the line manager.
- Performing candidate's assessment according to customer's wishes and methods that were agreed by Dopomoga Ukraine.
- Candidates database content management.

Achievements

Successfully closed 4 Pharmaceutical Sales Representative positions in a month time. It was the highest result in the South region of the country in the company at the time.

REFERENCES

Name

Position

Company

Phone Number

Harpreet Singh

Restaurant Manager

Burger King, Tauranga

Ph. 027 540 0500

Name

Position

Company

Phone Numbers

Emmanuelle Heatley

Coordinator

Bay of Plenty Interpreting Service (BOPIS)

Ph. 022 043 3525