

# Svitlana Kozub

## Project Administrator



### PROFILE

- Organize onboarding, training, access and rights for new project participants
- Maintenance of information, exchange and storage of program artifacts in system
- Prepares presentation and reports

### SKILLS & COMPETENCES

Adaptability

Cultural awareness

English B1

Communication

*I will help new project participants gain access to project documentation, perform all administrative work and monitor the project progress. Also, I will keep program manager informed about issues and limitations.*

### EXPERIENCE

2024

Project Administrator  
MHP

2016

Junior Project Manager  
Where2.dance

2015

Event Manager  
MG

### HOBBY



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