

Oksana Horodivska

E-mail: oksana.horodivska@gmail.com

Phone number: 063-255-36-13

Facebook: facebook.com/oksana.horodivska

Address: Kyiv, Pochainynska street 50/49, apt. 35

Date of birth: 29.03.1989



Education

Master's Degree in "Cultural Studies", National University of Kyiv-Mohyla Academy 2010 – 2012

Certificate Program "Theory and Practice of Translation" (English), National University of Kyiv-Mohyla Academy 2007 – 2010

Bachelor degree in "Cultural Studies", National University of Kyiv-Mohyla Academy 2006 – 2010

Work experience

Senior content editor @ PRODIGI (digital advertising agency)

July, 2014 – currently

- training and assisting junior content editors
- checking all content for brand relevance, grammatical correctness and correspondence with content strategy
- preparing creative part for tender proposals
- performing all responsibilities of content editor

Content editor @ PRODIGI (digital advertising agency)

July, 2013 – July, 2014

- developing copy for websites and applications
- creating content strategies, writing posts and managing communities in social media
- taking part in preparing tender proposals
- writing articles for theme resources

Internship as Project coordinator @ PRP Ukraine (PR agency)

May, 2013 – July, 2013

- writing, editing and translating texts
- working with media

Secretary Administrative/Recruiting manager @ ControlPay (freight audit company)

June, 2012 – April, 2013

- staff recruitment (candidates search, holding job interviews and tests)
- creating educational presentations and training new employees
- organization of events (meetings with partners, entertaining events etc.)

Teacher of English and Ukrainian @ NewStream Center (language courses)

March, 2010 – May, 2012

- teaching English and Ukrainian in groups and individually
- selecting and preparing course teaching materials

Languages

English, Russian – fluent;
French, Spanish — pre-
intermediate;
Ukrainian – native

Personal traits

Responsibility, good
communication skills, sense
of humor, optimism, decency,
creativity, ability to quickly
learn and easily cooperate
with team members

Areas of interest

Urban studies, media,
psychoanalysis, music,
contemporary art