

TONYA KUCHIYASH

CONTACTS

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LOCATION: WD7 8PA, RADLETT,
HERTFORDSHIRE

PERSONAL SKILLS

- Prioritisation & Time management
- Highly organized with excellent attention to detail
- Record keeping & Documentation
- Data handling & Reporting
- Problem solving
- Adhering to deadlines
- Proficient with basic technology (e.g., POS system, Microsoft Office programs)
- English: pre-intermediat

EDUCATION

2010-2014 - Kyiv National University of Theatre, Film and Television named after Ivan Karpenko-Kary

Faculty: Film and Television Producer (Bachelor).

PROFESSIONAL SUMMARY

Detail-oriented operations manager with 7 years of experience leading a team. Apply communication, organization, and project management skills to save employers time and money. Strong collaboration and management skills. Able to handle high-stress fast-paced work environments. Comfortable having multiple duties and responsibilities.

WORK HISTORY

RETAIL OPERATIONS MANAGER

AROMABURO, 2018 - 2021

RETAIL, WHOLESALE AND DISTRIBUTION OF HOME FRAGRANCES

- Identified and implemented sales strategy through various sales channels to increase sales and revenue.
- Financial accuracy by processing Accounts Payable and Accounts Receivable to sustain positive client and vendor relationships.
- Managed HR, including payroll administration, leave approvals, and employee scheduling.
- Sales analysis, formation of the optimal assortment and purchases. Development of new products.

RETAIL OPERATIONS MANAGER

UDRESS, 2015 - 2017

NETWORK OF WOMEN'S CLOTHING STORES

- Opening 4 stores from 0: concluding an agreement with a shopping center, supervising project documentation and repairing a store, purchasing and installing retail equipment, POS terminals, etc.
- Directed comprehensive operations spanning budget, sales oversight, inventory management.
- Oversaw workflow scheduling for the team of facilitated onboarding and training of new hires.

SEMINARS AND TRAININGS

OCTOBER 11 - 14, 2012: MILLION DOLLAR STORY SCREENWRITING WORKSHOP BY ROBERT MCKEE.

JULY 1 - DECEMBER 31, 2011: A COURSE OF INDIVIDUAL AUTHOR'S SEMINARS AND MASTER CLASSES FROM THE DIRECTOR, SCREENWRITER AND MEDIA MANAGER WALDEMAR DZIKI.