

# Diana Soroka *Production runner*

📍 Ilkley, West Yorkshire, UK (willing to relocate)    ✉ soroka.dianka.97@gmail.com    ☎ 07368249369

## Profile

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I am an enthusiastic and a result-driven person. My previous work experience helped me improve my interpersonal and organisational skills as well critical thinking and attention to details. Living and studying abroad has enabled me to become more independent, responsible and open-minded to different cultures and lifestyles. I am a flexible person, having worked full-time in 3 different industries after obtaining my Bachelor's degree. I enjoy new challenges as I am good at adapting to the new environments. Currently looking for entry level jobs in a production management department in HETV.

## Skills

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### Software

MS Office (Outlook, Excel, Word)  
Data Analytics  
Video Conferencing Platforms (Microsoft Teams, Zoom, Google Hangouts)  
Social Media (Facebook, LinkedIn)

### Languages

English - Fluent  
Ukrainian - Native  
Russian - Fluent  
Spanish - Independent User  
Polish - Basic User

### Problem Solving

Attention to detail  
Fast decision making  
Prioritising and Following through

### ScreenSkills - E-learning trainings

Gained more knowledge of the industry by taking trainings: 'Getting into screen industries' series; 'Work well' series

## Professional Experience

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08/2021 – 06/2022

Lviv, Ukraine

### Logistics dispatcher and coordinator, Gwynn Logistics

- Provided excellent customer support to drivers and brokers by tracking every load from the shipper to the receiver
- Built and maintained relationships with new clients.
- Planned and organised routes for drivers, booked loads, and negotiated the best rate.

10/2020 – 06/2021

Lviv, Ukraine

### English Language Teacher, Language school 'Azbuka svitu'

- Developed a curriculum for teaching English-language learners, organised and conducted individual as well as group lessons for adults.
- Monitored and assessed students' progress to test fluency and accuracy of English skills.

10/2019 – 10/2020

Lviv, Ukraine

### Digital and Social Media Associate, Nestle Business Services in Lviv

- Analysed social media and created daily reports to provide partners with the accurate information.
- Monitored online presence of company's brand to engage with users, strengthened customer relationships and responded to inquiries and comments timely and knowledgeably.
- Used LinkedIn to track consumer engagement and drew conclusions about user data.

## Education

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- 09/2015 – 12/2019  
Lviv, Ukraine      **Teacher of English and Spanish Languages and Literature,**  
*Ivan Franko National University*  
Graduated summa cum laude with a Bachelor's degree in 'English Language and Literature'
- 02/2018 – 06/2018      **Exchange student on Erasmus+ Programme,,**  
Nysa, Poland      *University of Applied Sciences in Nysa*  
Department of Modern Languages, summer semester in English Studies

## Interests

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**Volunteering** (*Organised group activities in summer camps for children in villages across Ukraine. Facilitated the learning process for children with disabilities Organised donations and purchased necessities for orphans affected by the war. Hosted and co-organised 'Ukraine Independence Day' in the UK. Visitor Support for Light Night Leeds 2022 festival*)

**GDPR Statement: This CV may be kept on file and distributed for employment purposes**

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