



Yuliia Gabruk

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Nationality: Ukrainian

Gender: Female

CONTACT

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ABOUT ME

Dedicated and driven professional possessing exceptional organizational and communication abilities. Proficiency in effectively coordinating teams and tasks. Hold a Bachelor's degree in Management from the University of Warsaw, currently pursuing a Master's degree in Management in my first year at the same institution.

WORK EXPERIENCE

10/2022 – CURRENT Warszawa, Poland

Real estate agent Honest Estate

Provide customer service to prospective tenants including property tours, telephone inquiries and other
Following up on leads for potential renters
Preparing leasing documents for potential renters using property standards and regulations
Building a rapport with current tenants to give them personalized service

03/2022 – 09/2022 Warsaw, Poland

Junior HR recruiter The Village

Sourcing candidates online
Interviewing candidates (in Ukrainian, Polish and English)
Networking with various institution and social media
Completing timely reports on employment activity
Conducting own charity project
Promotion of the project in social media

11/2021 – 04/2022 Warsaw, Poland

Sales support assistant Costa Coffee Polska S.A.

Professional customer service
Taking care of the image of the store
Manage daily operation
Coordinating the distribution of contacts with existing offices

EDUCATION AND TRAINING

01/10/2020 – 30/09/2023

Management University of Warsaw

30/09/2023 – CURRENT

Management University of Warsaw

LANGUAGE SKILLS

MOTHER TONGUE(S): Ukrainian

OTHER LANGUAGE(S): English | Russian | Polish

ADDITIONAL INFORMATION

Conferences and seminars

09/04/2021 – 11/04/2021 Online

E-commerce content School of e-commerce content, where special speakers described and taught the details of social media professions like e-design, storiesmaker and contentmaker, targeting, also how to build a content strategy, blogging and social monitoring.

Link https://www.instagram.com/chebotareva_sc/

Projects

14/03/2021 – 04/06/2021

MentalDemic MentalDemic is a public Instagram account project which was created by 7 students of faculty of Management at the University of Warsaw. Our goal is to make the public aware of the importance of mental health — especially in times of the pandemic. This project was organized as part of the "Zwolnieni z teorii" campaign.

Link <https://www.instagram.com/mentaldemic/> **MentalDemic**

Communication and interpersonal skills

- Great customer service skills
 - Good organization, project management and time management abilities
 - Collaboration and teamwork abilities
 - Advanced sales and marketing skills
 - Personable, professional outgoing
 - Efficient problem-solving and decision-making skills
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I agree for the processing all of my personal data contained in my application documents with its registered office in Warsaw for the purpose of carrying out the current requirement process and for subsequent recruitments for employees and coworkers.

Warsaw, 30/09/2023