

VALERIIA TIMCHENKO

Executive Assistant | Office & Event Professional | Marketing & Client Support | Administrative Services

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CAREER PROFILE

Results-driven and adaptable professional with over 8 years of experience supporting executives, coordinating office operations and events, assisting with marketing initiatives, and delivering exceptional client service. Known for staying composed under pressure, handling confidential matters with discretion, and building strong relationships across teams, vendors, and stakeholders.

Key Skills and Attributes

Executive & Personal Support | Office & Event Coordination | Client Service & Relationship Management | Logistics & Scheduling | Project & Task Management | Cross-Functional Collaboration | Marketing & Communications Support | Time Management | Confidential Correspondence | Strategic Planning | Conflict Resolution | Stakeholder Engagement | Team Support & Leadership Adaptability | Problem Solving | Professional Communication | Vendor Partner Liaison

EDUCATION

- Taras Shevchenko National University of Kiev, Institute of International Relations
 - Master's degree in international relations and information
 - Academic credentials evaluated by WES as equivalent to a Master's degree in Canada

Technical Skills: MS Office Suite (Word, Excel, Outlook, Power Point), Google Workspace (Docs, Sheets, Drive), SharePoint, Monday.com - E Commerce Literacy - CRM Software

Languages: Fluent English - Ukrainian

PROFESSIONAL EXPERIENCE

CAA North and East Ontario, **Event Marketing Specialist**, Ottawa ON

2023 - 2025

- Reported to the Managing Director of Marketing and Communications, supported the execution of 70+ branded events (50-20,000 attendees).
- Personally coordinated and participated in major events with OSEG, Ottawa Senators, Ottawa Jazz Festival, Ottawa Police Services, Shell, Canadian Museum of Nature and more.
- Managed full event logistics, vendor communication, internal coordination, and on-site operations.
- Supported internal corporate events such as Employee Appreciation Day and staff engagement initiatives.
- Coordinated volunteer onboarding, scheduling, and task assignments during high-volume events.
- Collaborated with the finance team on invoice reconciliation, budget tracking, and approvals.
- Oversaw procurement and inventory of branded swag, promo materials, and gift cards.
- Researched sponsorship opportunities and supported marketing campaigns across departments.
- Maintained documentation, vendor records, and timeliness using Excel, SharePoint, and Monday.com.
- Acted as a client-facing brand ambassador, promoting services and engaging with members on-site.

Express Relocations SP, **Relocation Consultant**, Warsaw, Poland

2022 - 2023

- Delivered end-to-end relocation support for employees of international companies including Amazon, Thomson Reuters, Polpharma, Nike and more; in partnership with global relocation firm such as Graebel, Cartus, and BGRS.
- Assisted clients with housing search, lease agreement, move-in/move-out coordination, and area orientation tours.
- Supported banking setup, local registrations, and completion of immigration paperwork.
- Liaised with real estate agents, landlords, and local authorities to ensure smooth onboarding and settlement processes.
- Provided high-touch, client-focused service to professionals relocating for corporate assignments across Poland.

VALERIYA TIMCHENKO

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Women Queen Retail, **Business Development Manager | Sales Executive**, Kyiv Ukraine

2019 - 2022

- Successfully launched and promoted over 20 international beauty brands in the Ukrainian retail market.
- Built and maintained long-term relationships with international suppliers and distributors.
- Developed and implemented pre-, and post-event strategies for product launches, exhibitions, and in-store activations.
- Created targeted marketing campaigns in collaboration with the internal team, using market insights and sales forecasts.
- Participated in purchasing decisions and represented the company at international trade shows and B2B meetings.
- Supported client communication, pricing negotiations, and positioning to drive engagement and sales growth.

United Metal Sections Manufacturing and Constructions, **Personal Assistant to the CEO**, Dubai UAE

2015 - 2019

- Provided high-level executive support to the CEO, including calendar management, meeting coordination, and information gathering.
- Handled all incoming communication and documentation for the executive office, prioritizing urgent matters and ensuring timely responses.
- Supported internal operations by providing updates on orders, account status, pricing promotional materials.
- Coordinated with customers, suppliers, warehouse teams, and sales representatives to ensure smooth daily operations and accurate information flow.
- Maintained a professional and organized office environment while handling confidential communication with discretion.

Ukratnafta Oil and Gas, **Assistant Manager - Sales**, Kyiv, Ukraine

2006 - 2009

- Managed VIP and mid-level client accounts for Ukraine's largest oil refinery.
- Prepared sales tender documentation and compiled multi-department debit/credit reports.
- Conducted competitor analysis and supported client service operations to satisfaction.

Ukrainian CCI, Dept of Information, **Assistant to the President - Chamber of Commerce and Industry**, Kyiv, Ukraine

2004 - 2006

- Researched Ukrainian and international companies for the President's Office.
- Negotiated partnerships, bi-lateral agreements, and projects.
- Developed international and domestic economic activity dossiers and reports.
- Supported the local chambers of commerce across Ukraine with information and operational support.
- Exhibited, held conferences, and organized seminars.

VOLUNTEER EXPERIENCE

Canadian Tulip Festival, VIP Guest Services Volunteer – Commissioners Park, Ottawa, ON

May 2025

- Provided protocol VIP guest services on behalf of CIBC, during official ceremonies and large-scale public events.

Odyssey Theatre – Doors Open Ottawa

June 2025

- Assisted with public outreach setup, guest engagement, and care of display materials during a cultural exhibition.

Canadian Red Cross – Emergency Management

August 2025

- Supporting community preparedness and emergency response efforts as a registered volunteer.