

An operations leader with 12+ years of experience, combining engineering thinking with strong management competencies. I analyze complex tasks systematically, break them into distinct processes, find technical and organizational solutions and drive them to a practical result.

I have built operating models and managed budgets, procurement, logistics and multidisciplinary teams of up to 30 people. I set up clear processes, policies and systems of control and accountability, optimize resource use and deliver projects on schedule.

I have a solid grasp of the technical side of projects: equipment, electronics, network infrastructure, prototyping, power and unmanned systems. This lets me evaluate technical solutions professionally, define requirements, speak the same language as engineers and suppliers, and make well-grounded management decisions.

I combine technical expertise, financial ownership and hands-on management.

MANAGEMENT EXPERTISE

MANAGEMENT & OPERATIONAL EXPERTISE

- Strategic & Operational Management
- Organizational Development
- Planning & Prioritization
- Business Process Design & Optimization
- Internal Policies & Procedures
- Budget & Resource Management
- Risk & Change Management
- Operational Efficiency Control
- Scaling Operations & New Directions

PROJECT & GRANT EXPERTISE

- Project, Program & Portfolio Management
- Project Cycle Management
- Project Design & Planning
- Grant Program Management
- Project & Grant Documentation
- Budgeting & Fund-Use Control
- Managing Timelines, Resources & Deliverables
- Project Monitoring & Evaluation
- Program & Financial Reporting
- Donor Compliance

PROCUREMENT & LOGISTICS EXPERTISE

- Procurement Planning & Organization
- Tender & Competitive Procedures
- Technical Specifications
- Tender Documentation
- Market & Bid Analysis
- Supplier Selection & Vetting
- Negotiation & Contract Terms
- Supply Chain Management
- Transport, Warehouse & Humanitarian Logistics
- Procurement Compliance & Audit Readiness

ANALYTICAL & METHODOLOGICAL EXPERTISE

- Business Process Analysis & Optimization
- KPI & Performance Management
- OKR
- Results-Based Management (RBM)
- Monitoring & Evaluation (M&E)
- SWOT Analysis
- Root Cause Analysis
- WBS & Gantt Charts
- RACI
- RAID Analysis
- Risk Register
- Management Reporting & Dashboards

LEADERSHIP & TEAM MANAGEMENT

- Team Building & Coordination
- Goal Setting & Execution Control
- Role & Responsibility Allocation
- Delegation of Authority
- Motivation & Staff Development
- Managing Cross-Functional Teams
- Running Work Meetings & Strategic Sessions
- Conflict Resolution
- Change Management
- Decisions Under Uncertainty

PARTNERSHIPS & STAKEHOLDER ENGAGEMENT

- Donor & Partner Relationship Management
- Coordination with Government & Communities
- Engagement with NGOs & International Organizations
- Negotiations & Business Meetings
- Strategic Partnership Development
- Aligning Interests of Multiple Parties
- Representing the Organization at Meetings & Events
- Presentations & Official Communication
- Cross-Sector & Inter-Organizational Coordination

TECHNICAL & DIGITAL EXPERTISE

TECHNICAL EXPERTISE

- Systems Engineering & Technical Analysis
- Electronics, Electrical & Embedded Systems
- Design & Prototyping
- Unmanned & Robotic Systems
- Network & Telecom Infrastructure
- Power & Battery Systems
- Technical Documentation & Requirements
- Technical Evaluation & Equipment Procurement

INTERNATIONAL & FINANCIAL OPERATIONS

- International Procurement & Logistics
- Customs Operations & Documentation
- Incoterms & International Delivery Terms
- International & Digital Settlements: SWIFT, USDT
- Currency Control
- Financial Monitoring & Compliance

DIGITAL SKILLS

- IT & Systems Administration
- Office & Project Tools
- Data & Analytics
- Graphic Design & Media Production
- Web Technologies & Digital Platforms
- AI Tools & Cloud Services

PROFESSIONAL EXPERIENCE

Operations Director — Charitable Foundation "Kozak Drive"

2024 – 2025 · Kyiv

Operational Management

- Built and coordinated the organization's day-to-day work: logistics, procurement, finance, communications and legal.
- Designed and implemented internal processes so the foundation ran fast, transparently and without delays.
- Organized collaboration between volunteers, partners and contractors.

Procurement & Financial Control

- Ran the full procurement cycle: from needs analysis and supplier sourcing to contract signing and delivery control.
- Prepared tenders, technical requirements, comparison tables, protocols and contracts.
- Controlled cash flow and prepared budgeting and financial reports for donors and grant providers.
- Ensured transparent work with sole proprietors and LLCs, tax compliance and audit readiness.

Logistics & Supply

- Organized delivery of vehicles, drones, generators, humanitarian kits and equipment to military units and communities.
- Negotiated with suppliers, logistics providers and international partners.
- Ensured quality control, document flow and timely receipt and handover of aid.

International Projects & Grants

- Ran projects for UNICEF, ISAR "Yednannia", international charitable foundations and donors.
- Worked with PCA/PD documents, report preparation and donor compliance.
- Prepared strategic documents, applications, budgets and final reports.

Fundraising & Communications

- Launched large-scale fundraising and media campaigns; worked with influencers and opinion leaders.
- Led official communications with communities, military units and government bodies.
- Maintained the foundation's brand, building trust and reputation.

Partner & Stakeholder Management

- Built systematic relationships with the military, regional administrations, communities, international organizations, business and media.
- Prepared letters, certificates, memoranda, letters of recommendation and official correspondence.
- Brought in new supporters and coordinated joint projects.

Crisis & Rapid Response

- Resolved non-standard situations on the fly: urgent procurement, logistics disruptions, changing technical requirements.
- Made management decisions under time pressure with minimal information.

Deputy Director — Charitable Foundation "Volunteers.UA"

2022 – 2024 · Kyiv

- Processed supply requests from military and civilians.
- Managed procurement across Ukraine and Europe with control at every stage.
- Ran the foundation's document flow and reporting.

- Prepared presentations for donors.
- Set up in-house production of components on 3D printers for the military, with quality control and deadline compliance.
- Created and managed web resources and SMM tools to promote the foundation's work.

IT Project Manager — Digital Agency

2017 – 2021 · woxs.ua

- Built project roadmaps and coordinated delivery phase by phase.
- Met with clients to identify their needs and goals.
- Shaped promotion strategies aligned to client objectives.
- Assigned tasks to specialists and controlled their execution.
- Introduced document flow and managed team resources.

- Led negotiations and signed contracts with the company's clients.
- Prepared and delivered technical-commercial proposals, presentations and new company projects.
- Recruited and trained staff; managed a team of up to 30 people.
- Acquired new clients and drove the company's growth strategy.

Retail Operations Manager — Electronics & Electrical Equipment

2014 – 2017 · new-device.com.ua

Sales

- Signed contracts and controlled fulfilment of contractual obligations.
- Delivered the sales plan and profit growth.
- Built and grew the client base.
- Controlled settlements with counterparties and receivables.
- Studied market conditions and demand.
- Prepared monthly and annual reporting on key metrics.
- Analyzed sales results and service quality; built a talent pipeline.

Marketing

- Maintained and updated the corporate website.
- Ran SEO and set up ad campaigns in social media and search engines.
- Developed and ran PR campaigns.

Additional

- Administrative and operational management of the network.
- Conflict resolution and work with regulatory bodies.
- Cash collection and cash-discipline control.
- Sourced commercial real estate for network expansion and signed leases.
- Recruited staff and designed motivation systems.
- Ran meetings and presentations.
- Administered every stage of opening a new retail location, from design to launch.

Earlier: Lead Apple Hardware Engineer, LIME STORE (2012–2014).

INDUSTRIES

Humanitarian Aid Grant-funded Programs Engineering Information Technology Telecommunications Electronics Retail & E-commerce Manufacturing Media Production Drone Technologies Robotics

EDUCATION

Master's, Public Administration & E-Governance

Igor Sikorsky Kyiv Polytechnic Institute
Graduation 2027, in progress

Master's, Management: Project Management

Odesa National Maritime University
2020

Bachelor's, Electromechanics

Admiral Makarov National University of Shipbuilding
2016

CERTIFICATIONS · LANGUAGES

Project Management Professional (PMP)

Kyiv · completion 2027, in progress

Mykolaiv Club of Directors

Member since 2014

Ukrainian, Russian

Native / Fluent

English

Intermediate

Spanish

Basic

ADDITIONAL

Sole proprietor (FOP) since 2014

Available for contractor engagements

Driving licence A, B

Own car

RECOGNITION & AWARDS



Medal "Honor. Glory. State"

Mayor of Kyiv, 2025



Commendation of the Commander-in-Chief of the Armed Forces of Ukraine

General Valerii Zaluzhnyi, 2023



Insignia of the 47th Mechanized Brigade "Magura"

For contribution to the shared fight, 2025



"Volunteer of Ukraine" Insignia

2025



Letter of Gratitude

Military Institute of Telecommunications,
2023



Commendation, Military Unit

Lieutenant General Artur Pimienov



Commendation, Military Unit

2023



Diploma, Fundacja Nasza Ukraina

Warsaw, 2023



Master's Diploma

Project Management, ONMU, 2020



Bachelor's Diploma

Electromechanics, NUS, 2016