

Contact

lienachan28@gmail.com

www.linkedin.com/in/liena-chan
(LinkedIn)

Top Skills

HubSpot

Facebook Marketing

Twitter Marketing

Languages

Russian (Native or Bilingual)

German (Professional Working)

Japanese (Elementary)

Ukrainian (Native or Bilingual)

Vietnamese (Limited Working)

English (Full Professional)

Certifications

Financial Accounting: Foundations

Firm Level Economics: Consumer
and Producer Behavior

Preparing to Manage Human
Resources

Business Analysis & Process
Management

Cybersecurity Step by Step

Publications

Current State and Issues in the
Development of the Knowledge
Economy

Liena Chan

Executive Deputy Manager at AMLBot & PureFi
Berlin, Berlin, Germany

Summary

I am an Executive Deputy Manager with a background in operations, management and process optimization.

- ▶ managing projects, as well as time
- ▶ planning and achieving strategic business objectives
- ▶ analyzing data to inform decision-making
- ▶ assisting, enlisting and persisting
- ▶ passionate about learning new languages and skills

I am always looking to connect with fellow professionals and gain new insights!

Experience

AMLBot

3 years 5 months

Executive Deputy Manager

September 2023 - Present (1 year)

Responsibilities:

- ▶ administering internal services related to operational management
- ▶ collaborating on and supporting internal communication and related processes
- ▶ providing assistance to internal departments and specific projects (Sales, Marketing, Support, Partners, Referrals)
- ▶ generating comprehensive reports on departmental performance results
- ▶ monitoring industry events and conferences in the market

Executive Assistant

September 2021 - Present (3 years)

Responsibilities:

- ▶ producing reports and drafting new contracts

- ▶ overseeing the team's calendar, facilitating appointments, and prioritizing sensitive matters
- ▶ coordinating meetings, encompassing scheduling, issuing reminders
- ▶ managing company data
- ▶ conducting minor accounting tasks

Personal Assistant

April 2021 - September 2021 (6 months)

PureFi

3 years 4 months

Executive Deputy Manager

September 2023 - Present (1 year)

Marketing Manager

May 2021 - September 2023 (2 years 5 months)

Responsibilities:

- ▶ developing and executing marketing strategies
- ▶ making campaigns across organic and paid channels, including content creation, events, social media
- ▶ assisting Chief Marketing Officer
- ▶ creating compelling website and blog content
- ▶ approving marketing materials, website banners

Student council of Igor Sikorsky Kyiv Polytechnical Institute

Member of International Department

September 2020 - August 2022 (2 years)

Kyiv, Ukraine

In my role at the International Department, I organized and hosted events, meetings, team-building activities such as English learning workshops, creating quizzes and materials for these sessions. I actively engaged students in university life and contributed innovative ideas to our team.

Education

National Technical University of Ukraine 'Kyiv Polytechnic Institute'

Bachelor's degree, Management and Business Administration (Management of Investments and Innovations) · (2020 - 2024)

Odesa Lyceum (Gymnasium) №2
High School Diploma · (2020)