

RESUME

Personal Information

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Marital status Single



Education

Humanitarian
2005 – 2010
Siberian State Aerospace University named by M.F. Reshetnev
Communications specialist (Public Relations & Advertising)

2005 - 2007
Spanish language courses, SibSAU Open Education Centre

May 2008 – June 2008
Persuasion in Everyday Life & Public Speaking course, Oneonta
College, NY

August 2008
Spanish language courses, Alhambra Instituto (Malaga, Spain)

Job experience

August 2014 – present

Freelance

Copywriting in Russian, English, Spanish and Turkish

1. Content writing (various genres and subjects)
2. SEO copywriting
3. Written translations

December 2013 – July 2014

ODS Turkey (Istanbul, Turkey)

Project Manager, MICE department

1. Organizing group conferences and meetings (incoming)
2. Creating the proposals for Clients (mostly CIS market)
3. International sales and market research
4. Operational support of the group projects

July 2013 – December 2013

Marca Event & Organisation (Antalya, Turkey)

Executive Assistant

1. Representing the general management at the meetings
2. Company's presentations, direct mailing, public relations
3. Organizing the special events, music concerts etc.
(working on special project Russian MusicBOX TV)

April 2013 – July 2013

Titanic Deluxe Belek (Antalya, Turkey)

CIS Market Sales Representative

1. Meeting agencies, representing the hotel at the

- international fairs and congresses
- 2. Hotel's presentations, direct mail, public relations
- 3. Customer relations, special events, MICE, etc.

April 2012 – August 2012

Vogue Avantgarde hotels (Kemer, Turkey)

Guest Relations Agent

- 1. Customer relations (hotel communications)
- 2. Info-tours, tourists guidance
- 3. Interpreter

October 2010 – March 2012

Way to Go, English school (Russian Federation, Krasnoyarsk)

Brand manager, English teacher

- 1. Brandbuilding & Promotion
- 2. Corporate culture managing
- 3. Teaching Conversational and Business English

July 2010 – October 2010

Adam&Eve hotels (Belek, Turkey)

Guest relations specialist

- 1. Customer relations (hotel guests communications)
- 2. Info-tours, tourists guidance
- 3. Interpreter

March 2010 – May 2010

«PR Centre Studio» (Russian Federation, Krasnoyarsk)

PR specialist (creator©writer)

- 1. Brand conceptions, corporate style analyzing, etc.
- 2. Corporate souvenirs, scripts creating
- 3. Mediamonitoring, competitors market analyzing

November 2009 – December 2009

Russian Federation Parliament, Federation Council (Moscow)

Press service Department of The Federation Council

Public & Media Relations specialist

- 1. Media relations (federal, regional)
- 2. Press-conferences, briefings organization
- 3. Excursions for public and non-commercial organizations
- 4. Press-releases, announcements, direct mail, etc.

July 2009 – September 2009

"MixMax-2" (RF, Krasnoyarsk)

Project manager. Russian Advertising Festival 2009 (RAF'09)

- 1. Project promotion
- 2. Company self-promotion
- 3. Client management
- 4. Complex special event management

May 2008 – August 2008

Humanitarian research and consulting centre "Present moment" (RF, Krasnoyarsk)

PR manager

Corporate culture concept for the airport handling company "Era Group"

- 1. Psychological trainings and social research

2. Press-clipping, content-analyzing
3. Focus-groups, etc.

October 2007 – November 2007

BC «Telesfera» (RF, Krasnoyarsk)

PR assistant (internship)

1. Announcement net monitoring
2. Commercial video shooting
3. Corporate party organization

Professional rewards

1. IX Open Russian Student PR projects Contest "Crystal Orange", nomination "Social Public Relations", 2nd place
2. V Jubilee Contest of PR Centre Studio, 2nd place.
3. The Winner of The VIII International Student Festival «Public Relations – the Third Millennium profession».

Professional knowledge

1. English (Fluent)
2. Spanish (Advanced)
3. Turkish (Intermediate)
4. PC: Windows; Word, WordPad, Excel, Internet

Personal skills and other characteristics

Business negotiations practice, communication skills, sociability, responsibility, purposefulness.
Hobbies: I love travelling, learning languages, decorating my house and discovering new things about the world.