IVAN CHERNYSHOV

ADMINISTRATIVE&OPERATIONSSUPPORT|MARKETING EXPERIENCE

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PROFILE

Management student with experience in marketing and SEO support, inventory-related work, content creation, and supporting municipal projects. Organised and adaptable, with experience working across different task types and a practical approach to completing assigned work. Seeking an entry-level administrative, operations, logistics-support, or marketing-assistant role in an international team.

WORK EXPERIENCE

MarketingSpecialist / SEOSpecialist

Vinnytsia City Council, Ukraine | 2025

- Supported digitalmarketing and content activities for municipal projects.
- Worked on website content and SEO optimisation to improve search visibility.
- Contributed to keyword research, marketing campaigns, and organic-search performance.

InventorySpecialist(GoodsSpecialist)

ATB-Market Supermarket, Ukraine | 2024

- Workedina retailenvironment oninventory and goods-related tasks.
- Built practical experience with routine procedures, accuracy, and day-to-day operations.

EDUCATION

ManagementStudies — Uman National University (Ukraine)

2023–Present

KEY SKILLS

• Administrative and operational support	• Inventory / goods handling
• SEO optimisation and keyword research	• Website content and content marketing
• Google Analytics	• Marketing campaign support
• Attention to detail and task organisation	

LANGUAGES

Ukrainian:C2 / Native **Russian:** C2 **English:** A2 **Lithuanian:** A1