



## PERSONAL DETAILS

**E-MAIL:** yulia.guliaieva@hustadgranaas.com

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### EDUCATIONAL BACKGROUND:

National University in Mykolaiv (Ukraine): Master's in foreign philology, Specialization: Foreign philology (English/German)

Postgraduate courses:

KROK University (Kyiv, Ukraine) Basis of economics

Prince 2 (Project Management) courses

**TECHNICAL SKILLS:** MS Office, 1S Program, ViewPoint document control software

### LANGUAGES:

Ukrainian	Native
Russian	Native
English	Fluent

### SUMMARY:

- / Experienced at various stages of Renewable Projects at development/running/completion stages including but not limited to maintaining document control, reporting delivery process based on project's/company's progress, formulating and maintaining reports databases related to finance/hr, implementation of company's procedures/plans by ensuring it runs smoothly and effectively
- / Have supported WPP projects in document control/reporting related issues in development/operational/completion stages/processes with compliance to deliver its best efficiency
- / Strong international experience of working in European WPP construction projects, participated in cultural student exchange program in USA

## PROFESSIONAL SUMMARY

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02/'21 (CURRENT) [Hustad&Granaas](#) – Management Analyst

Develop and deliver presentations/reports with sufficient justification and analysis; lead and support key internal and external initiatives; preparation of project action trackers as per client's requirements; preparation of reports to internal and external stakeholders; collaborate and liaise with internal and external stakeholders; find causes and formulate solutions to business challenges; support various project delivery processes when required; support to the facilitation of key workshops; provide guidance for any recurring problems/challenges or problematic patterns; web site development and maintaining; project management documents development

06/'21 – 02/'21 [Emergy AS \(1 GW Wind Power Project\)](#)– Office & IT Manager/document control

Coordinated office activities and operations to secure efficiency and compliance with company policies; was engaged in daily/weekly construction and general meetings, maintained reports delivering processes based on construction progress tracking; hold meetings to ensure all such reporting projects remain on track and all monthly reporting deadlines are met; provided performance reporting of online clearance and fulfilment reports to management or leadership weekly/monthly; Viewpoint DC software program maintaining (document flow process maintaining/voting/commenting); request and coordinate delivery of and confirmation of all necessary co-op documentation; manage and maintain electronic and paper files of engineering drawings and documents including deliverables and non-deliverables; minutes of meetings/action logs undertaking engaging with the project management and stakeholders.

04/'19 – 05/'21 [Power Construction Corporation of China, Ltd. \(Representative Office in Ukraine\), Syvash 360 MW Wind Power Project](#) – Document control\translator

Viewpoint DC software program maintaining (document flow process maintaining/voting/commenting); supported the translation of as-built/technical/electrical documentation related to WPP construction; maintained HR department procedures of admission, transfer and dismissal of employees in accordance with State Occupation Legislation.

05/'18 – 01/'19 [Green Team, LLC](#) – Purchasing manager

Conducted research to ascertain the best products and suppliers in terms of best value, delivery schedules and quality; P2P process implementing; maintained drawing up contracts, monitoring the quality of services provided; carried out forecast of demand for services and products; control over payment/delivery/primary documents obtaining/warehouse stock balance via 1S program; established and maintained company's procedures.

10/'16 – 05/'18 [Green Team, LLC](#) – Sales manager

Maintained formation and adjustment of prices by monitoring costs, competition and supply; P2P process maintaining; expansion of the customer base; conducted company`s presentations; ensured effective implementation of company`s selling progress in accordance with the status of the company and the relevant company`s management methodology; drew up of contracts with local/european customers/counterparts, commercial offers drawing up; control over accounts receivable/payment/delivery/primary documents obtaining/warehouse stock balance via 1S program; implementation of measures related to customer claims; control over logistics chains of goods delivery.

**01/'14 – 09/'16**      [Green Team, LLC](#) – Document control, administrative manager

Organization and maintaining support of conferences in agriculture sector; translation of technical/quality documentation; chaired and facilitated meetings where appropriate and distribute MoMs to all company team members; request and coordinate delivery of and confirmation of all necessary co-op documentation; created and updated records and databases with personnel, financial and other data.

## **TRAININGS RECEIVED**

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**05/'21**                      [ITEA \(HR courses\)](#) – HR online courses

**07/'21**                      [Prince 2 \(PM courses\)](#) – online PM courses

**05/'11 – 09/'11**        [Work & Travel Exchange Student Program, USA](#) – exchange students` program in the USA