



# Marta Vintonyak

Sales assistant, Personal Assistant

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## Links

 [Instagram](#)

## Languages

Ukrainian

English

Russian

## About

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With a strong foundation in psychology, I excel at understanding and fulfilling customer needs, ensuring exceptional service. My diverse experience enhances my adaptability, communication skills, and proficiency in client advising, order fulfilment, and store maintenance within the luxury womenswear sector.

## Experience

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- **Psychologist, health coach**

| Jan 2019 - Now

Support people to increase their ability to self manage, motivation levels and commitment to change their lifestyle. Mental health support

- **Psyologist**

Private school "Persha Lastivka" | Jan 2018 - Jan 2019

Partnered with school administrators, teachers and parents to provide pupils with appropriate and adequate counselling support in school. Mental health support. Provided referrals for community resources and mental health for families and pupils. Consulted with teachers and parents to gain in-depth understanding of pupils and their needs.

- **Personal Assistant**

Financial company "Dekra" | Jan 2017 - Jan 2018

Organised personal and professional calendars, supplying timely reminders of upcoming meetings and events. Processed mail, email and phone enquiries Professionally greeted clients and delivered friendly, knowledgeable assistance. Collaborated with admin teams, human resources and finance department on special projects.

## Education & Training

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2013

- **TARAS SHEVCHENKO NATIONAL UNIVERSITY OF KYIV**

Master of Laws,

2017

- **Institute Of Continuing Education Taras Shevchenko | Kyiv**

Master of Psychology,