



# VLADYSLAV TOKAR

Executive Assistant • Project  
Coordinator • Trusted Representative

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- Odesa, Ukraine
- www.tokar.expert

## ► EDUCATION

Computer Network Engineer  
ODAH Academy, Ukraine  
2001–2006

High School Diploma with  
Advanced Foreign Language  
Studies  
Odessa, Ukraine  
1991–2001

## ► TRAININGS

- HR Management
- Negotiation Skills
- Profiling Course
- Leadership Program
- IT Security

## ► ADDITIONAL INFORMATION

- English: B2
- Driver's License:  
Category B
- Ready for business trips

## ► PROFILE

Experienced professional skilled in process organization, project coordination, and serving as a **trusted representative** of senior management. Able to represent company and executive interests during meetings, negotiations, and business trips, ensuring effective communication and decision-making.

Analytical by nature, I quickly master new subjects, structure large volumes of information, and oversee project execution and workflows to ensure smooth team operations. Experienced in managing **teams of 20–30 people**, completing professional training programs, and developing strong leadership competencies. Fluent in Ukrainian, Russian, and English, with excellent written and verbal communication skills and the ability to adapt to diverse audiences and goals. Proficient in using modern digital tools, including AI, to improve productivity, automate routine processes, and visualize data.

Highly self-organized, detail-oriented, stress-resistant, and fully reliable when handling confidential information.

## ► SKILLS & EXPERIENCE

- **Analytics & Structuring:** Quickly master new topics, organize information, identify key points, strengths, and weaknesses. Skilled in working with large datasets, conducting structured analysis, and drawing actionable conclusions.
- **Process Organization:** Experienced in developing plans, schedules, timetables, and regulations; managing project and operational tasks at various levels.
- **Communication:** Negotiation skills, effective verbal and written communication in Russian, Ukrainian, and English; knowledge of business etiquette; ability to adapt communication style to different audiences.
- **Flexible Thinking:** Ability to find alternative solutions, handle non-standard situations, and balance strategic and practical tasks.
- **Finance:** Understanding of key profitability and margin indicators; basic knowledge of investment processes and financial analysis.
- **Technology:** Proficient in modern IT tools, including AI; capable of using digital services for modeling, visualization, and process automation.
- **Engineering Mindset:** Deep understanding of technology and equipment principles, systematic view of technical processes, ability to link abstract models with practical implementation.
- **Personal Qualities:** Highly responsible, detail-oriented, self-organized; able to work in fast-paced environments, maintain composure under stress, and handle sensitive information with confidentiality and reliability.