

ILONA ORLOVA

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PROFESSIONAL SUMMARY

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Ready to seek and maintain full-time position that offers professional challenges, excellent time management and problem-solving skills.

SKILLS

- Team Leadership
- Project Management
- Meeting Planning
- Task Delegation
- Cultural Understanding
- Data Confidentiality
- Media Marketing
- Public Relations

WORK HISTORY

Events and Marketing Manager / MELON YELLOW MUSIC LIMITED - Moscow, Russia / 05.2020 - 03.2021

- Recruited, interviewed and hired employees and implemented mentoring program to promote positive feedback and engagement.
- Organized promotional events and interacted with community to increase sales volume.
- Built relationships with customers and community to establish long-term business growth.
- Prepared sales presentations for clients showing success and credibility of products.
- Boosted marketing, reviewed pricing strategies and expanded distribution channels to increase sales revenue.

Social Media Content Creator / RASA Production - Moscow, Russia / 08.2022 - 07.2023

- Produced original, creative content for promotional advertisements and marketing materials.
- Managed content across multiple platforms for widest audience reach.
- Collaborated with illustrators and photographers to enhance content.
- Organized, prioritized and managed multiple projects according to dedicated release schedule.
- Composed original written material for various types of publications and submitted for approval by supervisor, editor or publisher.

Creative Producer / Hype House LLC - Moscow, Russia / 03.2021 - 08.2023

- Presented production ideas and determined creative scenarios for production and delivery.
- Participated in meetings with producers and production crew to keep program in step with creative vision.
- Booked guests for on-air interviews and assigned stories to reporters to

manage coverage and schedule needs.

- Observed tight deadlines and strict budgetary controls to avoid waste and streamline costs.
- Reviewed scripts and made changes to improve wording, flow or interest levels, consistently producing highly successful shows.

EDUCATION

RANEPA - Moscow, Russia / 06.2023

Bachelor of Arts: Public Relations, Advertising, And Applied Communication

- Study Abroad: Bremen, Germany, Languages
- Study Abroad: Vienna, Austria, Science

LANGUAGES

English

Native or Bilingual

Russian

Native or Bilingual