

Valeriia Velychko

720-483-4429 · vvelychko98@gmail.com

Chicago, IL

Valid Driver's License | Authorized to Work in the U.S.

EDUCATION

National University of Life and Environmental Science | Ukraine 2015-2021

Bachelor's Degree in Biotechnology and Master's Degree in Ecology

PROFESSIONAL SUMMARY

Results-driven professional with experience in laboratory operations, manufacturing, customer service, and administrative coordination. Proven ability to manage documentation, support daily operations, maintain accuracy and compliance, and collaborate effectively across departments. Recognized for strong attention to detail, adaptability, and the ability to learn new systems and processes quickly. Interested in opportunities within healthcare, laboratory services, administration, operations, and logistics.

CORE SKILLS

- Customer Service
- Scheduling & Time Management
- Phone & Professional Communication
- Multitasking
- Microsoft Office & Google Workspace
- Team Collaboration
- Attention to Detail
- Fast-Paced Work Environments
- Problem Solving
- Documentation & Record Keeping
- Data Entry & Computer Skills

LANGUAGES

English, Ukrainian, Russian

PROFESSIONAL EXPERIENCE

AlloSource

Tissue Processing Specialist

2024 - 2026

Denver, USA

Responsibilities:

- Maintained detailed documentation and records following strict procedures and compliance standards
- Coordinated multiple tasks and priorities while meeting production timelines and operational requirements
- Worked in highly regulated, deadline-driven environments requiring accuracy and accountability
- Collaborated with cross-functional teams to support efficient workflow and operations
- Demonstrated strong organization, reliability, and attention to detail

Biotestlab

Department Manager – Live Poultry Vaccine Production

2021 - 2024

Kyiv, Ukraine

Responsibilities:

- Managed production activities involving live embryonated egg-based poultry vaccines within regulated manufacturing environments
- Trained and onboarded personnel on production workflows, documentation requirements, and compliance standards
- Collaborated with cross-functional departments to investigate discrepancies and resolve operational and process-related issues
- Implemented updated documentation practices and protocols to improve traceability, accountability, and workflow consistency
- Supported production planning, process optimization, and continuous improvement initiatives
- Coordinated operations while maintaining quality and regulatory standards in deadline-driven environments

No Taboo

Sales Associate / Customer Service

2020 - 2021

Kyiv, Ukraine

Responsibilities:

- Provided customer support and handled client questions in professional and fast-paced retail environment
 - Managed multiple customer interactions while maintaining positive communication and service quality
 - Supported store operations, transactions, and day-to-day coordination tasks
 - Developed strong interpersonal, communication, and problem-solving skills
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