

# OLHA IVASHKIV

Palatine, IL

📞 224-809-8751

✉ ivashkiv.olha.m@gmail.com

---

## PROFESSIONAL SUMMARY

Administrative and Operations Specialist with experience in compliance management, business operations, documentation control, team leadership, and digital marketing. Proven ability to coordinate projects, manage business processes, supervise employees, and maintain accurate documentation in fast-paced environments. Strong legal background combined with hands-on experience in trucking safety compliance, operations management, customer service, and Meta advertising. Recognized for exceptional organization, attention to detail, and problem-solving skills.

---

## CORE COMPETENCIES

- Operations Coordination
  - Administrative Support
  - Team Leadership
  - Project Coordination
  - Compliance Management
  - Documentation Control
  - Customer Service
  - Process Improvement
  - Microsoft Office
  - Google Workspace
  - Meta Ads Manager
  - Facebook & Instagram Ads
  - Lead Generation
  - Calendar Management
  - Email Management
  - Remote Collaboration
- 

## PROFESSIONAL EXPERIENCE

## **Freelance Digital Marketing Specialist**

**June 2025 – Present**

- Plan, launch, and optimize Facebook and Instagram advertising campaigns.
  - Build lead generation strategies for local businesses.
  - Conduct audience research and campaign optimization.
  - Communicate campaign performance and recommendations to clients.
- 

## **Safety Assistant | UNIQUALITY**

**April 2025 – April 2026**

- Supported compliance operations for a fleet of 69 trucks and 64 drivers.
  - Monitored HOS and ELD records to ensure FMCSA compliance.
  - Maintained Driver Qualification (DQ) files and compliance documentation.
  - Tracked document expirations and annual compliance requirements.
  - Coordinated drug and alcohol testing programs.
  - Conducted MVR, PSP, and FMCSA Clearinghouse verifications.
  - Assisted drivers with DOT compliance requirements and safety procedures.
- 

## **Court Hearing Secretary**

**Ternopil City District Court**

**November 2021 – December 2023**

- Prepared official court documentation and hearing records.
  - Ensured compliance with legal procedures and court deadlines.
  - Maintained accurate legal documentation in a high-volume environment.
- 

## **Court Secretary**

**Ternopil City District Court**

**November 2020 – October 2021**

- Processed incoming and outgoing legal correspondence.
  - Maintained court case files and electronic documentation systems.
  - Monitored legal documentation for completeness and accuracy.
- 

## **Operations Manager – Custom Furniture Business**

## **Custom Furniture Business** **October 2018 – October 2020**

- Managed daily operations of a custom furniture showroom and manufacturing business.
  - Supervised a team of **3 furniture designers and 2 production employees**.
  - Coordinated projects from initial customer consultation through production and installation.
  - Prepared quotations, managed schedules, and coordinated suppliers.
  - Oversaw workflow, quality control, customer satisfaction, and production timelines.
  - Built long-term relationships with clients while ensuring projects were completed on schedule.
- 

## **EDUCATION**

### **West Ukrainian National University (ZUNU)**

Master's Degree — Law Enforcement & Economic Security

Bachelor's Degree — Law

---

## **LANGUAGES**

- Ukrainian — Native
- English — Professional Working Proficiency
- Russian — Fluent