

# Olena Beltiukova

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## 🎯 OBJECTIVE

Reliable and detail-oriented professional seeking an opportunity to contribute to a team, improve processes, and grow within a company

## 🧠 SKILLS

- Web design (Figma)
- Confident PC user
- Fluent in Ukrainian and Russian
- Basic English
- ADP (HR systems)
- Form I-9 & W4 Processing
- Communication, Organization, Teamwork, Problem-solving, Time Management Responsible, eager to learn
- Mechanical Troubleshooting, Preventive Maintenance, Equipment Repair, Quality Inspection, Hand & Power Tools, Problem Solving, Safety Compliance, Microsoft Office

## 🏢 WORK EXPERIENCE

### Ux Ui designer

April 2022 -October 2024

Ciclume, Ukraine

- Knowledge Figma
- Ux Research
- Creating interface for websites (Information Architecture, Wireframes, Ui kit, User flow, Prototyping) Redesign (Ui/Ux)

### Web Designer

2023 – 2024

Freelance

- Designed websites and landing pages
  - Used tools such as Figma
  - Communicated with clients and delivered projects on time
- Portfolio: <https://www.behance.net/olenabeltiukova>

### Sales Associate

January 2025 – August 2025

Ross Dress for Less, USA

- Assisted customers with product selection
- Maintained order and cleanliness in the store

### Packer

April 2025- October2025

Highland Bakery, Northbrook, USA

- Packed products quickly and accurately following company standards
- Checked items for quality before packaging
- Worked in a fast-paced environment and met daily quotas

### HR Representative

October 2025 – March 2026

Highland Bakery, Northbrook, USA

- Managed employee onboarding and documentation process
- Completed and verified Form I-9 and Forms W4 for new hires
- Maintained accurate employee records in ADP system
- Assisted with HR administrative tasks and compliance procedures
- Ensured compliance with company policies and U.S. labor regulations

### Mechanic

Zebra Technology, Buffalo Grove, USA

May 2026- Present

- Perform assembly, maintenance, and repair of manufacturing equipment and production machinery.
- Troubleshoot mechanical issues and minimize equipment downtime.
- Conduct preventive maintenance according to company procedures and safety standards.
- Inspect equipment and components to ensure quality and operational efficiency.
- Use hand tools, power tools, and diagnostic equipment.
- Maintain accurate maintenance and repair records.
- Collaborate with production and engineering teams to improve processes and productivity.
- Follow OSHA regulations and company safety policies.

## 🎓 EDUCATION

### Economist, Marketing

2004 – 2008

Kyiv Academy of Personnel Management, Ukraine

### Commercial Activity in Customs Affairs

2000 – 2004

Ivano-Frankivsk Commercial College, Ukraine

### Web Design Course

2022 -2023

Alpaca School, Ukraine

- ✅ Full-time availability
- ✅ Result-oriented
- ✅ Flexible and eager to grow professionally