

MARIANA DZIVORONIUK

PROFILES

- www.linkedin.com/in/mariana-dzivoroniuk-7b61a5327

PROFESSIONAL SUMMARY

Experienced office assistant with 3+ years of background in office management, scheduling and communication. Skilled in handling multiple tasks efficiently, ensuring smooth operations, and supporting executive teams. Known for reliability and fostering positive work environment.

SKILLS

- Organization
- Professionalism and ethics
- Conflict resolution techniques
- Client communication
- Office management
- Microsoft office
- Time management
- Reliability

WORK EXPERIENCE

JUDGE ASSISTANT 05/2020 to 03/2022

Business Court, Ukraine

- Streamlined administrative tasks such as calendar management, docket maintenance, processing documentation and ensuring adherence to established procedures.
- Provided exceptional customer service to all individuals interacting with the court system while demonstrating empathy towards those facing difficult circumstances.
- Supported the judge in decision-making processes with thorough legal analysis and well-organized presentations of pertinent information.
- Participated in ongoing professional development opportunities to stay current with industry trends and best practices in judicial administration.

OFFICE CLERK 01/2018 to 10/2018

Business Court, Ukraine

- Provided quality clerical support through data entry, document management, email correspondence, and overseeing operation of office equipment.
- Managed incoming calls and correspondence professionally, ensuring timely responses to clients and colleagues alike.
- Streamlined document preparation by effectively utilizing software tools such as Microsoft Office Suite for drafting reports, presentations, and spreadsheets.
- Greeted incoming visitors professionally and provided friendly, knowledgeable assistance.

EDUCATION

National University "Odesa Law Academy", Ukraine
Master of Laws, Law, 06/2016

LANGUAGES

English

Full Professional

Ukrainian

Native or Bilingual

CERTIFICATIONS

Certificate for completing the "**Finding Your Path within the Canadian Workforce Training**". 09/2024.

VOLUNTEER WORK

Administrative assistant 10/2024 to present
Catholic Crosscultural Services (CCS), Mississauga

- Greeting clients and visitors
- Front desk tasks of logging in and directing clients to intake and their respective workers
- Handling incoming calls and other communications
- Organizing Staff Supplies
- Maintaining documents and word processing.
- Preparing the Sign-In Sheets
- Preparing business cards for team
- Helping organize and maintain office common areas.
- Assisting other workers if/when needed