




## Karyna Buryk


**Date of birth:** 05/04/2000


**Nationality:** Ukrainian


**Gender:** Female

## CONTACT

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## WORK EXPERIENCE

**04/10/2021 – 07/07/2022** Sumy, Ukraine

**Secretary of the Faculty of Agricultural Technologies and Nature Conservation** Sumy National Agrarian University

- work with students
- issuance of certificates
- organization of the educational process
- control of documents, mail
- development of orders and orders

**08/07/2022 – 04/09/2023** Sumy, Ukraine

**Assistant of vice-rector for academic work** Sumy National Agrarian University

- control over incoming and outgoing documentation
- conducting business correspondence
- control of mail
- organization of working hours

**09/10/2023 – 04/01/2024** Sumy, Ukraine

**Main specialist of the road infrastructure development department** Department of Development of Communities, Territories and Infrastructure

- consideration and preparation of responses to requests and appeals of citizens, people's deputies of Ukraine, deputies of local councils, state authorities, other state bodies, local self-government bodies, enterprises, institutions and organizations belonging to the competence of the department;
- development of normative legal acts on the instructions of the director;
- carrying out measures to implement state and local programs for the development of road management and highways.

**05/01/2024 – 15/07/2024** Sumy, Ukraine

**Assistant of the deputy head** Sumy regional state administration

- organization of working time (making weekly and monthly plans)
- control over incoming and outgoing letters
- keeping protocols
- control over the performance of tasks

**16/07/2024 – CURRENT** Sumy, Ukraine

**Main specialist** Department of Environmental Protection and Natural Resources

- development and implementation of environmental programs and policies;
- monitoring of the state of the environment and assessment of the impact of economic activity on it;
- preparation of environmental documentation and reports;
- interaction with government institutions, public organizations and other interested parties;

## EDUCATION AND TRAINING

**01/09/2017 – 30/06/2021** Sumy, Ukraine

**Management** Sumy State University

**Website** <https://sumdu.edu.ua/uk/>

**01/09/2021 – 31/12/2022** Sumy, Ukraine

**Management** Sumy National Agrarian University

Website <https://snau.edu.ua/>

**01/09/2021 – 31/12/2022** Sumy, Ukraine

**Agronomy** Sumy National Agrarian University

Website <https://snau.edu.ua/>

**08/10/2022 – 16/10/2022** Sofia, Bulgaria

**Erasmus+ Training course "Positive Discipline"**

Level in EQF EQF level 6

**08/03/2023 – 16/03/2023** Istanbul, Türkiye

**Erasmus+ Youth exchange "Under 10 Flags"**

Challenges with democracy and human rights have persisted for decades in regions like the Caucasus, Middle East, Latin America, and Central Africa. Domestic violence and human rights violations, particularly in areas hosting refugees, continue to be major issues. To address this, ten organizations and youth are collaborating to combat hate speech and anti-refugee attitudes. The project aims to eradicate radical anti-refugee ideologies in countries dealing with immigration and hosting refugees.

Multilingual competence - The participant had the ability to use different languages for communication and to understand and express thoughts, feelings and facts orally or in writing.

Personal, social and learning to learn competence - The participant had developed communication skills through team work activities and tasks related to project.

Cultural awareness and expression competence - The participant had the opportunity to study the culture of different countries that were on the project. Their customs and traditions, as well as peculiarities of behavior in different situations.

Field of study Education | Level in EQF EQF level 5

**09/05/2023 – 17/05/2023** Kobuleti, Georgia

**Erasmus+ Youth exchange "Across the Lines of Conflicts"**

Level in EQF EQF level 5

**28/06/2023 – 06/07/2023** Bursa, Türkiye

**Erasmus+ Youth exchange "Clean Earth"**

Level in EQF EQF level 5

**12/2023 – 12/2023** Lugo, Spain

**Erasmus+ Youth exchange "Digital Voices of Europe"**

Level in EQF EQF level 5

**13/08/2024 – 23/08/2024** Neumarkt in steiermark, Austria

**Erasmus+ Youth exchange "Fusion Inclusion"**

Level in EQF EQF level 5

## LANGUAGE SKILLS

**MOTHER TONGUE(S):** Ukrainian

**Other language(s):**

English

Listening B2

Spoken production B2

Reading B2

Spoken interaction B2

Writing B2

## DIGITAL SKILLS

Microsoft Office | Microsoft Excel | Microsoft Word | Zoom

## COMMUNICATION AND INTERPERSONAL SKILLS

- **Effective Communication**  
Ability to convey information clearly and concisely to diverse audiences, ensuring mutual understanding and minimizing misunderstandings.
- **Active Listening**  
Strong listener who values the input of others, ensuring a collaborative and inclusive environment. re the description...
- **Conflict Resolution**  
Skilled in mediating disputes and fostering a positive dialogue among team members to achieve a constructive outcome. ere the description...
- **Team Collaboration**  
Proven experience working effectively within diverse teams, contributing to shared goals, and supporting colleagues. rite here the description...
- **Adaptability in Communication**  
Capable of adjusting communication style to suit different stakeholders, including senior management, colleagues, and external partners

## DRIVING LICENCE

- **Driving Licence:** B      21/11/2020