

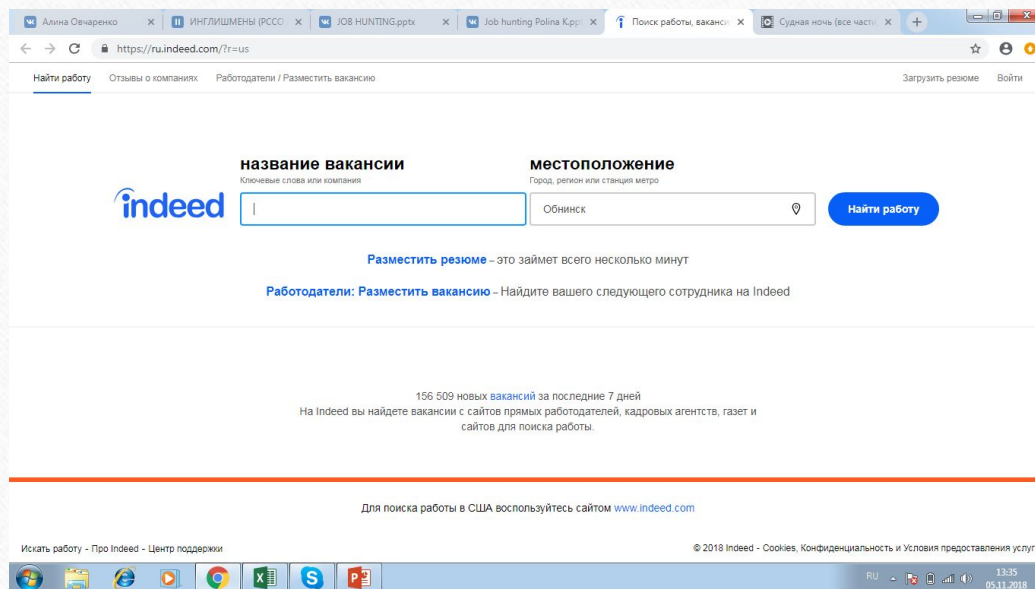
JOB HUNTING

Alina Ovcharenko

First step

In what area do you want to work?

- The most popular website of vacancies: <https://ru.indeed.com/?r=us>



The screenshot shows the Indeed website interface in Russian. At the top, there are browser tabs and the address bar with the URL <https://ru.indeed.com/?r=us>. Below the browser, the website header includes navigation links like "Найти работу", "Отзывы о компаниях", and "Работодатели / Разместить вакансию". The main search area features two input fields: "название вакансии" (job title) with the placeholder "Ключевые слова или компания" and "местоположение" (location) with the placeholder "Город, регион или станция метро". A blue "Найти работу" button is positioned to the right of the location field. Below the search fields, there are links for "Разместить резюме" and "Работодатели: Разместить вакансию". A central message states "156 509 новых вакансий за последние 7 дней" and "На Indeed вы найдете вакансии с сайтов прямых работодателей, кадровых агентств, газет и сайтов для поиска работы." At the bottom, there is a footer with "Искать работу - Про Indeed - Центр поддержки" and "© 2018 Indeed - Cookies, Конфиденциальность и Условия предоставления услуг". The Windows taskbar at the very bottom shows the time as 13:35 on 05.11.2018.



Vacancy example

The screenshot shows the top portion of a job listing on Indeed. The browser address bar displays the URL: <https://ru.indeed.com/viewjob?jk=e6c7a82300950447&q=event+manager&tk=1crhnc7d4951r802&from=web&vjs=3>. The Indeed logo is visible in the top left. The job title is "Event Manager" and the location is "Санкт-Петербург". A search bar with the text "Найти работу" and a "Расширенный поиск вакансий" button are present. The main content area includes a "Следите за новостями" button, a "Подпишитесь на рассылку свежих вакансий" link, and the JetBrains logo. The text describes JetBrains as a global software vendor and mentions their 15th anniversary. It states that attending community and technological events is important for their brand awareness. The listing also notes that JetBrains participates in over 100 events annually and is currently seeking an event manager to strengthen their team.

Event Manager
JetBrains - Санкт-Петербург

JetBrains is a global software vendor selling products all over the world. Many of the world's most dynamic companies and individuals find that JetBrains tools make them more creative and effective, with over 5,000,000 developers already using the products. For over 15 years JetBrains has strived to make the strongest, most effective developer tools on Earth.

We consider attending community and technological events an important part of maintaining our company and products' brand awareness, integrating closer with the community, and promoting our software.

JetBrains already participates in over 100 various events around the world each year. The events vary from small ones with 200-300 attendees to huge shows with thousands of people. In addition, we organize a number of our own events in different countries. Each event is unique and requires a different special attention, focus, and approach. Throughout the years we have refined our internal process of delivering events and ensuring good quality results.

We are currently looking for an event manager to strengthen our existing team and help us deliver events of even higher quality. You will be collaborating closely with people from many different teams, such as product development, marketing, sales, web development, and design, etc.

Major responsibilities:

- Planning events from start to finish according to the requirements, target audience, objectives, and company workflows.
- Setting, communicating, and maintaining timelines and priorities on every project.
- Coming up with suggestions to enhance the event's success.

This screenshot shows the lower portion of the job listing, detailing the requirements and preferences for the Event Manager role. The browser address bar is the same as in the previous screenshot. The text lists specific responsibilities such as setting and maintaining timelines, suggesting enhancements, sourcing vendors, coordinating operations, ensuring smooth event completion, providing excellent service, and analyzing success. It also lists requirements like proven experience, project management skills, fluency in English, marketing knowledge, and proficiency with tools like YouTrack. Finally, it lists preferable qualifications such as a degree in PR/marketing, experience in project management, familiarity with JetBrains products, and past experience in IT companies.

- Setting, communicating, and maintaining timelines and priorities on every project.
- Coming up with suggestions to enhance the event's success.
- Sourcing and negotiating with vendors and suppliers.
- Coordinating all operations.
- Ensuring the event is completed smoothly and stepping in to resolve any problems that might occur.
- Providing excellent service to internal clientele and stakeholders and ensuring a good quality of delivery.
- Analyzing the event's success and preparing reports.

Requirements:

- Proven experience as an event manager is a great plus.
- Skilled in project management.
- Fluent spoken and written English (High Intermediate or Advanced level).
- Knowledge of marketing techniques for event management.
- Computer savvy; proficiency with project/task management tools (we use YouTrack), MS Office or similar software.
- Outstanding communication and negotiation ability.
- Attention to accuracy and detail. Organizational skills and the ability to prioritize tasks in a multi-task and multi-project environment.
- A knack for problem-solving.
- Customer-service oriented.
- A team player, able to work in a distributed team.
- Ability and desire to work efficiently without direct supervision.

Preferable:

- Degree BSc/BA in PR, marketing or related field, or 2+ years of proven experience in project or event management.
- Familiarity with and understanding of JetBrains products or similar products of other vendors.
- Past experience in IT companies or a technical background would be a plus.

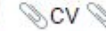
JetBrains - 30+ дней назад - сохранить вакансию

Step 2: Write a CV

- You should tell about your education and work experience
- That's my CV



Алина Овчаренко



OVCHARENKO ALINA ALEKSEEVNA
alinaovcarenko795@gmail.com,
TASHKENT STREET, MOSCOW

PERSONAL PROFILE

I am a second year advertisement and public relations student at Moscow State Pedagogical University in Moscow. During my studying in university I am developing flawless written and verbal communication skills. I am well organized, confident and have strong administrative and leadership skills. I have some skills in PR management.

EDUCATION

- ✦ 2017-present : Moscow State Pedagogical University
- ✦ 2007-2017: Lyceum "ДЕРЖАВА"

WORK EXPERIENCE

- ✦ 2017-2018: Acting teacher in school "Theater Stage"

ADDITIONAL SKILLS AND INTERESTS

- ✦ Actress
- ✦ Advanced PC user (advanced level)
- ✦ Great writing and verbal communication skills in English
- ✦ A team player, able to work in a distributed team
- ✦ MS office skills (Word, PowerPoint, Excel etc).

21 окт в 19:49 ОТВЕТИТЬ

Step 3: Write a Cover Letter

- A cover letter is a document sent with your resume to provide additional information on your skills and experience.
- That's my Cover Letter:



Алина Овчаренко
Cover letter

Dear Mr/Mrs,

I would like to apply for the position of event manager. I saw it on <https://indeed.com/?r=us> . I would like to submit an application for the post. You can find my CV below.

I am a second year student studying advertisement and public relations in Moscow State Pedagogical University so I think I am that kind of person you are looking for. Also I often visit different trainings and courses to keep up to date.

I have all skills that you require. You can be sure that I am extremely well organized. It is comfortable for me to work in a team. I have great communication skills, because I play in the theater and work as a acting teacher

If you require any further information or would like to arrange an interview, please email and contact me at alinaovcarenko795@gmail.com or call me on 89620967414.

I look forward to hearing from you as soon as you can.

Your sincerely,

Ovcharenko Alina
Поиск работы, вакансии | Indeed
ru.indeed.com

21 окт в 19:35 Ответить

Step 5: Job interview

- 1. Don't be late
- 2. Prepare your answers
- 3. Thank your interviewer in the end.



10 common job interview questions:

- 1. Why should we hire you?
- 2. Why do you want this job?
- 3. Why have you left your job?
- 4. What is your greatest strength?
- 5. What is your greatest weakness?
- 6. What are your salary expectations?
- 7. How do you handle stress and pressure?
- 8. How would you overcome a difficult work situation?
- 9. What are your goals for the future?
- 10. Tell me about yourself.



TOP 10 INTERVIEWING TIPS

ONE

Research the opportunity before your visit.

TWO

Prepare a list of questions you want to ask.

THREE

Dress professionally and be neat and well-groomed.

FOUR

Arrive a few minutes early.

FIVE

Take a few copies of your CV, a note pad, and pen.

SIX

Maintain eye contact and show interest in everyone involved in the interview.

SEVEN

Never discuss money in the first interview.

EIGHT

Do not have more than one alcoholic drink at any meal or event with a potential employer.

NINE

Show equal respect to all you meet.

TEN

Follow up with a thank you note to each interviewer.

GOOD LUCK!!!

