

Bohdana Bublei

Event Marketing Coordinator

SUMMARY

Project and event organizer with 8+ years of administrative and event experience across corporate, NGO, and international education environments, specializing in seminars, conferences, and workshops, with marketing and design knowledge. Supports event managers on high-profile events and programs, from pre-event administration and event budgeting to delivery and post-event reporting.

EXPERIENCE

EVENT & ADMINISTRATIVE EXPERIENCE

Administrative Assistant & Instructor

[Arthur Murray Dance Studios](#) ↗

March 2022 - November 2025 · Toronto, ON

- Provided administrative support to studio management: lesson and event scheduling, client records and attendance in the CRM, registrations, payments, and correspondence.
- Coordinated studio showcases, competitions, and client events (registration, schedules, logistics) and taught ballroom dance to clients of all levels with excellent customer service.

Event Organizer

[Arthur Murray Dance Studios](#) ↗

May 2021 - February 2022 · Kyiv, Ukraine

- Organized competitions, showcases, and client events: coordinated schedules, travel, and logistics with organizers, hotels, and vendors, meeting deadlines while maintaining positive working relationships.
- Owned pre-event and post-event administration: registration lists, entries and fees, attendance data, and results reporting.

Project Manager & Assistant to Business Consultant

[Business Constructor Group](#) ↗

June 2020 - May 2021 · Kyiv, Ukraine

Business consulting and education group (200+ team) running programs and conferences for entrepreneurs.

- Managed client consulting projects and the logistics of education programs, workshops, and client events: plans, timelines, budgets, registration, vendor liaison, and status reporting.
- Provided executive and administrative support: calendars, meetings, travel, proposals, and correspondence; prepared presentations and reports in Word, Excel, and PowerPoint.

Program Assistant, Events & Administration

[American Councils for International Education](#) ↗

April 2020 - January 2021 · Kyiv, Ukraine

U.S. nonprofit running State Department exchange programs (FLEX, NSLI-Y) worldwide.

- Supported Program Managers in the planning and coordination of programs and event initiatives, contributing to the successful delivery of high-profile exchange programs.
- Owned pre-event and post-event administration: reconciled registration and attendance lists, prepared participant materials, and compiled post-event reports for leadership.
- Liaised with speakers, partner organizations, and internal staff to coordinate schedules and accurately capture key data points and client attendance.
- Supported the Program Director (calendars, meetings, correspondence); coordinated travel within program budgets and maintained the participant database with Excel reporting.

CONTACT

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📍 Toronto, ON

WORK STATUS

- ✓ Open Work Permit, Canadian PR application in progress

CORE COMPETENCIES

Seminar, Conference & Workshop Organization

Project Management & Planning

Pre-Event & Post-Event Administration

Registration & Budget Reconciliation

Speaker, Vendor & Venue Coordination

Customer Service & Communication

Collaboration & Meeting Deadlines

Content Creation & Social Media Marketing

LANGUAGES

English

Ukrainian

INTERESTS

Photography

Videography

Dance

HYROX

Entrepreneurship

EXPERIENCE (CONTINUED)

EVENT & ADMINISTRATIVE EXPERIENCE

Event Manager, Conferences & Corporate Events

[Arena CS \(Arena Conferences & Seminars\)](#) ↗

February 2017 - April 2020 · Kyiv, Ukraine

Event agency delivering 1,500+ conferences and corporate events a year.

- Planned and executed conferences, forums, and corporate events for financial services, NGO, and international clients, including the Red Cross, the World Health Organization (WHO), and United Nations agencies.
- Owned event budgeting: prepared budgets and tender proposals, negotiated with vendors, tracked expenses, and delivered final financial reconciliation and reporting to clients.
- Main client point of contact across the event lifecycle, managing requests in the company CRM; collaborated with internal and external partners (venues, AV, catering, speakers) to ensure needs were met and executed in a timely manner.

MARKETING & COMMUNICATIONS EXPERIENCE

Founder, Social Media & Content Creation Agency

Self-Employed

March 2024 - Present · Toronto, ON

- Run social media management and content creation for wellness and lifestyle clients including Alter, Monday Haircare, Living Beauty, and Shein: launch videos, event coverage, and ongoing social content.
- Organize and produce client photoshoots and video shoots: concepts, locations, talent, shot lists, and post-production; manage proposals, timelines, and deliverables end to end.

Community & Social Media Coordinator

[Solis Movement Pilates Studios](#) ↗

November 2023 - Present · Toronto, ON

- Manage the studio's Instagram and TikTok channels: content calendars, scheduling, and daily publishing, growing audience by 70% and engagement by 30%.
- Handle social and event content for studio brand collaborations, including Lululemon.
- Create photo, video, and graphic content in Canva, Lightroom, and CapCut; organize photoshoots and video shoots within budget and deadlines; report engagement KPIs to leadership.

EDUCATION

Bachelor's Degree in International Relations & Diplomacy

Kyiv National University of Culture and Arts

4-year program, completed · Kyiv, Ukraine

TECHNICAL SKILLS

Project & Client
Management

 Notion

 Slack

 ClickUp

Design & Content

 Photoshop

 Lightroom

 Premiere Pro

 Canva

 Figma

 CapCut

 Excel

 Google Sheets

Social Media

 Later

 Meta Business Suite

AI Tools

 ChatGPT

 Claude

 Claude Code

 Gemini