



STEPAN NASADA

stepannasada.com
stepan.nasada@gmail.com

About

A multilingual and goal-oriented professional, with a number of topic interests including travel, environment, sports and automotive culture. I am looking to make a positive difference in a thriving workplace and the world as I take on projects and grow my portfolio. Native English and Ukrainian speaker, fluent in Russian, and studying German and Czech. I am driven by my values to make sincere connections and contribute to communication efforts at an organization that fits my ethical standards. Fully comfortable with remote work and relocation.

Professional Skills

Hard Skills

- Research
- Media Planning
- PR
- Copywriting & Editing
- Media Production & Editing
- Blogging
- Content Strategy
- SoMe Management

Soft Skills

- Correspondence
- Collaboration
- Client Relations
- Diligence
- Flexibility

Education

University of Central Oklahoma

May 2020
B.A. in Strategic Communications from the Department of Mass Communication

NSAC AAF Competition - UCO Team Media Planner & Writer

Programs

- Microsoft Office Suite
- Google Workspace
- Adobe Creative Suite
- Meta Business Suite
- Mailchimp
- Canva
- Notion
- Basecamp

Experience

Tech Firefly (TF)/ Vaco Oct 2021 - Present

- SME (Vaco) **Promoted Jun 2024**
 - Provide technical support and subject-matter expertise to Reviewers, QAs, TLs and MSPs
 - Maintain documentation for guidelines, as well as for internal and external team communications

- QA (Vaco) **Promoted Nov 2022**
 - Review agent decisions and provide written and in-person feedback
 - Meet with both raters and other QAs on a weekly basis to offer support in decision-making processes

- Trainer (TF) **Promoted Jun 2022**
 - Familiarize new hires with the project based on established training process
 - Meet, train, evaluate and support new hires in their new role on a daily basis

- Content Reviewer (TF) **From Oct 2021**
 - Rate content based on established guidelines for the Google Discovery platform

Wiggin Properties LLC / Independent Contractor Sep 2020 - Present

- Work with the UX designer to develop and present client solutions
- Manage project status and timeline
- Research and write copy on relevant topics
- Capture and edit video and photo content for the chosen properties
- Assist the UX designer with site-mapping and web design
- Manage contract contents and negotiations for ongoing and future projects

Atlas of Today's World / Volunteer Copywriter & Core Member Sep 2021 - Dec 2024

- Brainstorm, create, proofread and publish branding materials together with the NGO's leadership
- Create and proofread website copy
- Manage social media, branding and digital marketing efforts
- Assist in team management, hiring process and onboarding
- Coordinate with a remote international team

CFS Brands / E-Commerce Intern Feb 2020 - May 2020

- Helped customer product familiarity by processing their sample requests
- Improved Ad performance using Google Analytics and Google Ads to break down product categories
- Corrected Amazon product listings to improve customer experience
- Compiled product data for future content development

Boiling Point Media / Digital Marketing Intern Aug 2019 - Nov 2019

- Updated product catalogs for various auto groups through ParseHub and Excel, to make sure that ads served contain up-to-date information
- Compiled PowerPoint SEO reports for clients
- Posted offers and promotional content for clients using Google My Business and Facebook Ads
- Researched and used keywords for client accounts using Google Ads to improve performance

Krush Marketing Agency / Digital Marketing Intern Feb 2019 - Apr 2019

- Ordered, wrote, revised and edited blogs to improve clients' SEO performance
- Researched blog topics and keywords for clients' SEO
- Backlinked clients' websites to improve their SEO performance
- Audited client websites
- Created and maintained project calendars to keep the team organized