



RESUME

Position **Hotel Development Manager**

Surname	Popovych
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Date of birth	November 12th 1967
Place of birth	Kiev Ukraine
Nationality	Ukrainian
Citizenship	Ukraine
Family position	married
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Spoken languages	Russian, Ukrainian, English (fluent)
Driving license	Category B

Summary of experience

As Hotel Development Manager: experience in hotel and restaurant business. Consulting hotel projects from the construction and renovation stage to opening support after opening. Sales and marketing skills, certification of hotels, crisis management, staff training, conclusion of management / franchising agreements with independent hotels.

As General Director of building company: general managing of company (reconstruction of objects of living and nonliving fund), preparation of documents; work with government bodies and executive power.

As an interpreter/guide for foreign families in Ukraine (adoption of children by American families): support of families in Ukraine, Poland (American Embassy); preparation and receipt of all documentation; representation in authorities and court.

Driving experience. Personal computer user: MS Office, Property Management Systems (PMS) and Point of Sales System (POS).

Education

03.2000-10.2002	Interregional Academy of Personnel Management. Kiev, Ukraine Economics and Business Administration. Bachelor of Economics and Business Administration
09.1982-03.1986	Industrial college. Irpen, Kiev region, Ukraine. Faculty of computing process. Technician

Additional education

09.2001 – 12.2001	Education and practice at position of restaurant manager. Ros Inter Restaurants. Moscow, Russia.
12.1998 – 01.1999	Barman courses. Hennessy. Kiev, Ukraine
12.1998 – 01.1999	Maitre d'hôtel courses. Princess Cruises Inc. Los Angeles, USA

Professional experience

08.2017 – 11.2017	Hotel development manager. Consulting services for the opening of the hotel Villagio. Kaluga, Russia.
07.2016 – 11.2016	Hotel development manager. Consulting services for the opening of a multifunctional complex (portal car wash WashTec, hotel, restaurant). Kostanay, Kazakhstan.
03.2015 – 09.2015	Hotel development manager. Consulting services for the opening of the Resort**** (hotel, food and beverage department, medical center). Kerch region, Crimea
11.2014 – 03.2015	Hotel development manager. Park-hotel Yunost. Chelyabinsk region, Russia
05.2014 – 07.2014	Hotel development manager. Sky Hotel. Krasnoyarsk, Russia
02.2014 – 05.2014	Hotel development manager. Art-Ulyanovsk Hotel. Ulyanovsk, Russia
11.2013 – 12.2013	Consultant for the opening. Hotel****. Tbilisi, Republic of Georgia
08.2013 – 09.2013	Consultant for the opening. Hotel***. Surgut, Russia
02.2012 – p. t.	Representative in CIS countries. Parkside Hotels & Resorts. Ukraine, Russia, CIS
09.2008 – 11.2015	Representative in Ukraine. Continent Hotels & Resorts. Ukraine, Russia, CIS
04.2010 – 05.2010	Consultant for the opening. Park Hotel Europe. Belgorod, Russia
10.2009 – 04.2010	Hotel development manager. Holiday hotel Priboy (Kherson region, Black sea coast)
03.2009 – 09.2009	Hotel development manager. Hotel Alleya Grand. Poltava, Ukraine
07.2008 – 08.2008	Manager of regional development. Infrastructure Investments Ltd. Kiev. Ukraine
01.2007 – 06.2008	Manager of regional development. Premier Hotels and Resorts. Kiev, Ukraine
02.2006 – 01.2007	Night manager. Hotel Lybid. Kiev, Ukraine
09.2004 – 12.2005	General director. Ukrainian construction business Ltd. Kiev, Ukraine
03.2003 - 08.2004	Interpreter/guide in Ukraine. Adoptions From The Heart (USA). Ukraine
05.2002 - 08.2004	Adviser of the hospitality companies (restaurants, bars, cafes). Kiev, Ukraine

Personal qualities

I can work independently. The analytical thinker. Excellent communication skill. I am goal oriented, reliable, energetic, motivated, and responsible. I have got a talent to learn fast and with interest.

Recommendations available upon request.

Hobby

Sport (football, swimming), trips, books, music.

EXPERIENCE

Premier Hotels and Resorts. (<https://www.phnr.com>)

Manager on regional development.

Opening of hotels, supervision after opening:

- «Aurora****», Kharkov (www.hotel-aurora.com.ua);
- «Victoria****», Kharkov (www.victoria-hotel.com.ua).

Obligations:

- planning of apartments of hotel on areas and services, grant of recommendations on an access of personnel restriction in guest areas;
- concordance and control after implementation of designer decisions on the areas of hotel;
- drawing up a report of disparities and determination of ways of removal of failings with the purpose of accordance of hotel a certain category. Control of implementation of works on preparation of hotel to conducting of certification and confirmation of category;
- control after preparation of document and study of procedure of receipt of permission on opening of hotel;

- control after organization of the system of logistical support of hotel and restaurant, by the plan of deliveries. Work with suppliers;
- financial activity of hotel, budget, book-keeping;
- distributing on the category of rooms, configuration for software (Property Management System);
- control of conducting of logistical support of hotel;
- drafting of cards of acquisition of numbers after the concordance of categories of numbers;
- development of list of polygraph products, specifications of polygraph products, is in accordance to the requirements of the proper category (experience for the hotels of category ***,****);
- manning table of hotel. Structural subdivisions and positions on each of subdivisions. Conducting of interview with applicants on different vacancies;
- description of basic and additional services of hotel;
- planning of location (settings) of apartments for services of hotel and personnel;
- co-ordination of actions and control of work of customer to direction of «Sale and electronic commerce» (concordance of categories and published prices, tariff matrix, model forms of agreement on realization of hotel services et cetera);
- presence and study of document which was developed and given a customer: project of collective agreement, position about a personnel, rules of internal labor order, rules of reception and placing, standards of service et cetera.

Infrastructure Investment Ltd
Manager of Regional Development.

The reconstruction project of the Hotel (Poltava region).

Obligations:

- general management of the hotel renovation project;
- the development of a common concept of the hotel;
- development of the business plan of project;
- participation in the harmonization of architectural solutions and development of the design of project;
- conducting of the tender to construction and design organizations;
- development of the plan - timetable for the introduction of hotels in operation;
- negotiating with suppliers of equipment and materials.

Continent Hotels & Resorts

Regional Representative and Country Partner of CHR brand in Ukraine, the CIS countries (Exclusively) and Russian Federation (Non Exclusively).

Obligations:

- management of the construction (Lviv, Ukraine) and reconstruction (Bucharest, Romania) projects (hotels);
- development of concept of the hotel (Lviv Ukraine);
- participation in the harmonization of architectural solutions and development of a design of project: development, validation and harmonization of planning of the hotel zones and services (Lviv);
- negotiation with potential investors of the project (the hotel project, Lviv);
- preparation of cooperation agreements;
- conducting of tenders to construction and design organizations;
- development of the plan - timetable for the introduction of hotels in operation (Bucharest, Romania);
- preparation of the Protocol of inconsistencies and definition of ways of elimination deficiencies for certification and validation of the hotel category.

Hotel Alleya Grand

Hotel development manager.

Opening and supervision after opening of the hotel complex Alleya Grand, Poltava.

(www.alleya-grand.com.ua)

Obligations:

- general management of the hotel project;
- preparation of the Plan - Schedule for the introduction of hotels in operation;
- preparation of the hotel to opening. Development and implementation of documentation;
- preparation of the Protocol of inconsistencies and definition of ways of elimination deficiencies for certification and validation of the hotel category in accordance with the requirements of State Standard 4269:2003 for the hotel category ****.

(A detailed work plan is prepared to provide on request).

Holiday hotel Priboy (Kherson region, Black sea coast).

Hotel development manager.

The project of adaptation the operation of the holiday hotel Priboy to Ukrainian state standard DSTU 4269:2003 (Classification of hotels).

The total area of about 9 hectares. It consists of three buildings (more than 230 rooms), dining room, car parking, cinema, beach, sports fields.

Obligations:

- general management of the holiday hotel project;
 - preparation of the Plan - schedule for the project to adapt the functioning of the holiday hotel to Ukrainian state standard DSTU 4269:2003 (Classification of hotels).
 - preparation of the holiday hotel to opening;
 - development and implementation of working documents;
 - development of categories of rooms;
 - development of basic and additional services and prices for them.
 - development of staffing;
 - development and implementation of marketing strategies;
 - development and implementation of the recommendations to improve the sales numbers and additional service.
- (A detailed work plan is prepared to provide on request).

Park Hotel Europe, Belgorod, Russia

Consultant for the opening of hotel

- development and planning of rooms, administrative, office, storage areas and facilities;
- providing of recommendations on completing the hotel with furniture;
- development of protocol of discrepancies for hotel classification system for 4 stars hotels;
- development and advising on selecting and installing the software for the hotel complex;
- providing of recommendations for development of internet site of the hotel;
- development and provision of the Procurement Plan for the hotel. Provide recommendations on cooperation with suppliers of equipment and materials.

Parkside Hotels & Resorts (www.parksidehotels.com)

The representative in CIS countries.

Work on the projects of international hotel chain Parkside Hotels & Resorts:

- membership of the hotels in the network under the franchising agreement;
- management program for hotels by Parkside Hotels & Resorts.

Hotel*, Surgut, Russia**

Consultant for the opening

- development and planning of rooms, administrative, office, storage areas and facilities;
- providing of recommendations on completing the hotel with furniture;
- development of protocol of discrepancies for hotel classification system for 3 stars hotels;
- development and advising on selecting and installing the software for the hotel complex;
- providing of recommendations for development of internet site of the hotel;
- development and provision of the Procurement Plan for the hotel. Provide recommendations on cooperation with suppliers of equipment and materials.

Hotel**, Tbilisi, Republic of Georgia**

Consultant for the opening

- development and planning of rooms, administrative, office, storage areas and facilities;
- providing of recommendations on completing the hotel with furniture;
- development of protocol of discrepancies for hotel classification system for 4 stars hotels;
- development and advising on selecting and installing the software for the hotel complex;
- providing of recommendations for development of internet site of the hotel;
- development and provision of the Procurement Plan for the hotel. Provide recommendations on cooperation with suppliers of equipment and materials.

Art-Ulyanovsk Hotel, Ulyanovsk, Russia

Hotel development manager.

Implementation of standards for three stars hotels in accordance with the requirements for hotels in Russia (Hotel classification system). Preparation for the opening an independent hotel chain.

Obligations:

- general management of the project;
- development and implementation of working documents;
- development of categories of rooms;
- development of prices of basic and additional services;
- development of staffing;

- development and implementation of marketing strategy;
- preparation of standards for the Center of management of hotels to organize effective operational and strategic management of hotels with the use of modern methods of hospitality.

Sky Hotel, Krasnoyarsk, Russia

Hotel development manager.

Implementation of standards for three stars hotels in accordance with the requirements for hotels in Russia (Hotel classification system).

Obligations:

- general management of the project;
- development and implementation of working documents;
- development of categories of rooms;
- development of prices of basic and additional services;
- development of staffing;
- development and implementation of marketing strategy.

Park-hotel Yunost. Chelyabinsk region

Hotel development manager.

Implementation of standards for three stars hotels in accordance with the requirements for hotels in Russia (Hotel classification system).

Obligations:

- general management of the project;
- development and implementation of working documents;
- development of categories of rooms;
- development of prices of basic and additional services;
- development of staffing;
- development and implementation of marketing strategy.

La Grace Resort** (hotel, food and beverage department, medical center). Kerch region, Crimea**

Hotel development manager.

Consulting services for the opening of the resort**** (stage of construction and finishing works), preparation for the certification of Resort (category of Resort), development of documentation in accordance with the schedule, staff recruitment and training.

Multifunctional complex (portal car wash WashTec, hotel, restaurant). Kostanay, Kazakhstan.

Hotel development manager.

Consulting services for the opening of a multifunctional complex (the stage of partial reconstruction of the complex in accordance with my recommendations). Development and implementation of documentation in the areas: car wash WashTec (<https://www.washtec.de>), hotel, restaurant.

Hotel Villagio****. Kaluga, Russia.

Hotel development manager.

Consulting services for the opening of the hotel. Implementation of standards for four stars hotels in accordance with the requirements for hotels in Russia (Hotel classification system).

Obligations:

- general management of the project;
- development and implementation of working documents;
- development of categories of rooms;
- development of prices of basic and additional services;
- development of staffing;
- development and implementation of marketing strategy;
- development and implementation of documentation for the F&B Department (restaurant, bar, room service, mini-bars);
- development and implementation of documentation for the Security Department of the hotel.