

Olha Lukianiuk

Localization Manager



Kyiv, Ukraine

Date of birth: July 11, 1997

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[LinkedIn](#)

[Facebook](#)

Language professional with strong experience in client communication, content adaptation, documentation, and multilingual environments, transitioning into localization roles.

Global vision, local precision 😊

PROFESSIONAL EXPERIENCE

Preply - English Tutor

December 2025 - Present

JetOctopus, Ukraine — Client Success Lead

October 2025–December 2025

Developed step-by-step process (after onboarding) to standardize client management;

Prepared feature-related message templates (Slack / email) to improve clarity around unused or new features;

Wrote technical tasks for developers to create visual materials for CSMs explaining platform usage;

Built structured Google Sheets for client data tracking;

Created Loom videos;

Simplified platform feature into user-friendly content

Tools: Reply, SEO platform

Admixer Advertising, Ukraine — Client Service Manager

November 2024–November 2025

Coordinated client onboarding and platform access;

Created and localized commercial proposals, training materials, and presentations;

Delivered trainings and quarterly business reviews;

Translated and adapted technical and marketing materials between English and Ukrainian to support effective communication;

Collaborated with technical teams and external partners to resolve campaign issues, explaining complex concepts in clear language;

Maintained ongoing communication with clients and internal teams, adjusting style to suit various stakeholders and regions;

Supported internal offices with client management processes

Adtelligent, Ukraine — Account Manager

June 2024–September 2024

Provide daily client support;

Assist clients with troubleshooting and resolving issues;

Offer insights and recommendations based on client needs

Helpware, Ukraine — GMP Subject Matter Expert (Team Lead)

July 2021–June 2024

Communication with a client;

Communication with designers and account directors;

SKILLS

Client Communication

Team Leadership

Multilingual Proficiency

Technical Translation

Internal documentation

Strong attention to detail

Structured thinking

Process Optimization

Empathy

With a sense of humor

VOLUNTEER EXPERIENCE

Pet Project - Website Localization

January 2026 — Present

Personal localization project based on a SaaS product website (“[Why Us](#)” page).

— Set up a Crowdin project (structure, workflows, terminology management)

— Prepared and structured source content for localization

— Coordinated localization into Spanish and German

— Created a glossary and terminology guidelines to ensure consistency

— Created tasks

— Invited friends for cooperation

— Created translation guide

Tools: Crowdin, Google Docs, Google Sheets, ChatGPT

 Crowdin workspace: [Link](#)

The Sims 4 localization

February 2025—Present

Responsible for translating in-game content from English to Ukrainian. Working with **Crowdin** to manage translation workflows and using **Notion** for task tracking and team

Data validation;
Interviewing potential team members;
Training of new team members, monitoring their quality of work;
Managing the day-to-day activities of the team of 2–5 people;
Providing reporting on the progress of tasks;
Tracking workload;
Developing step-by-step guides;
Creation of internal documentation
Checking and updating ad offers;

Freelance — Virtual Assistant

July 2021–February 2022

Writing and editing the content of contextual advertising in Google Ads;
Language/cultural ad copy adaptation;
Lead generation via Upwork;
Translation;
Email creation;
Proofreading;
Multilingual chatbot creation & testing;
Tools: Google Ads, Google Keyword Planner, Google Sheets & Docs, Canva, Trello, Sendpulse, Upwork

Helpware, Ukraine — Digital Marketing Specialist

March 2020–July 2021

Partner with Display/Video Performance Managers to ensure successful setup and go-live of new clients onto the Client's proprietary advertising products;
Provide basic activity reporting to performance managers based on account needs and regular activity

Helpware, Ukraine — Marketing Operations Associate

March 2019–March 2020

Checking and updating ad offers;
Communication with a client;

collaboration.

Translators without Borders (TWB)

November 2024–February 2025

Translating and **reviewing** translations of brochures and informational materials for humanitarian and non-profit organizations. Ensuring linguistic and cultural accuracy to provide clear information for the target audience in critical situations. Language pairs: English — Ukrainian, Ukrainian — English.

COURSES

Localization Academy:

[Introduction To Localization Course](#)
[Localization Project Manager Course](#)

Udemy:

[Localization Manager for Tech Company](#)

CERTIFICATES with links provided below

[Project Initiation: Starting a Successful Project](#)

[Foundations of Project Management](#)

[EF SET — English C2 Proficient](#)

[Design Basics \(Figma portfolio\)](#)

LANGUAGES

Ukrainian — Native;
English — (C2);
Spanish — (B1);
German — (A2);
French — (A1);

HOBBIES

3+ Year streak on Duolingo
Drawing by numbers
Creating external/internal interior in Sims4
Experienced in dubbing movies and cartoons
Photomodelling

Managing huge piles of data;

Data Entry, data validation;

Tools: AdBuilder (developed exclusively for the project)

Freelance — English tutor

2018–2019

Creating personalized lesson plans to meet individual learning goals for A1-A2 levels

EDUCATION

National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute”, Ukraine — Bachelor

September 2015–June 2019

The Department of Theory, Practice, and Translation of English

Program Subject Area: Philology

Languages: Ukrainian, English, French

Economics and Law Lyceum, Ukraine — complete general secondary education

September 2011–May 2015

