

OKSANA VIONTSEK

Project Manager | Program Management | Humanitarian & MHPSS Programs | MEAL & Donor Reporting

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PROFESSIONAL SUMMARY

Project Manager with 5+ years of experience leading humanitarian and mental health & psychosocial support (MHPSS) programs for displaced and conflict-affected populations across Ukraine and Poland. Proven track record managing full project cycles — from budget planning and donor reporting to MEAL, multidisciplinary team coordination, and stakeholder engagement across more than 5 countries. Experienced working with and alongside international organizations (Triangle Génération Humanitaire, UNICEF-linked Ucare project, Rozmova, Ukrainian House) on beneficiary-focused programs for children, adolescents, and families affected by war. Combines strong operational and financial discipline with a background in psychology, coaching, and organizational development, and is ready to bring this cross-functional expertise to an international humanitarian organization

CORE COMPETENCIES

Project & Program Management (Full Cycle)	MEAL – Monitoring, Evaluation, Accountability & Learning
Budget Planning & Donor Reporting	Humanitarian & Psychosocial Support (MHPSS) Programs
Stakeholder & Partner Coordination (Multi-Country)	Multidisciplinary Team Leadership
Capacity Building, Training & Facilitation	Risk, Compliance & Case Management
Beneficiary Engagement & Protection (Children, IDPs)	Cross-Cultural, Remote & Distributed Teams
Process Improvement & Documentation	Data Analysis & Impact Reporting

PROFESSIONAL EXPERIENCE

Project / Program Manager – MHPSS & Humanitarian Support Projects 2020 – Present

Triangle Génération Humanitaire · Ucare · Rozmova · Recovery Camp (Lviv) · Ukrainian House (Rzeszów) | Poland, Ukraine | Remote & on-site

- Manage end-to-end delivery of humanitarian MHPSS projects supporting children, adolescents, and families displaced by the war in Ukraine, including those living in active conflict zones.
- Plan and control project budgets and prepare regular narrative and financial reports for CEO-level and donor stakeholders, for programs with a budget of min. 50,000 USD each (12 projects to date).
- Coordinate a multidisciplinary team of specialists and partner organizations across more than 5 countries and time zones, aligning activities, timelines, and reporting cycles.
- Lead beneficiary identification, onboarding, and case management for a caseload of up to 65 clients at a time, ensuring appropriate referral pathways and protection standards.
- Design and facilitate over 200 group and training sessions for 3,000+ participants on resilience, communication, and psychosocial well-being, consistently receiving strong participant feedback.
- Maintain confidential records, compliance documentation, and audit-ready reporting in line with donor and ethical standards.
- Support research and data-collection initiatives, contributing to program monitoring, evaluation, and learning (MEAL).

People & Wellbeing Partner (People Partner, Project Manager, Coach, Psychologist) 2016 – Present

Poland, Ukraine | Remote & on-site

- Act as project and people lead for cross-functional, multidisciplinary teams, supporting 65 employees on wellbeing, engagement, and day-to-day operational challenges.
- Coordinate service delivery with international stakeholders and partners, aligning initiatives across more than 5 countries.
- Resolve interpersonal and team-level conflicts through structured mediation, resolving 150 cases annually and reducing escalation to formal processes by 12%.
- Coach individual contributors and leaders 1:1, contributing to a 25% reduction in escalations, 15% reduction in turnover, and 30% faster onboarding.

Freelance Recruitment & Customer Support

2016 – 2020

- Managed candidate sourcing, screening, and recruitment documentation for client organizations.
- Coordinated administrative processes and maintained customer relationship management.

Psychologist, Mobile Mental Health Team

2022 – 2024

- Collaborated with a multidisciplinary healthcare team of 5 professionals to coordinate service delivery for a monthly caseload of approximately 70 clients.
- Contributed to complex case discussions and multidisciplinary decision-making within structured clinical frameworks.
- Maintained rigorous documentation and compliance standards, supporting audit-readiness and quality assurance.

Senior Economist – Corporate Lending, Megabank

2008 – 2014

- Managed a portfolio of 100+ corporate clients and loans totaling 10 million USD, negotiating terms and preparing financial reports for senior stakeholders.
- Prepared regulatory reporting for the National Bank and coordinated cross-functional business processes.

Senior Accountant

2014 – 2016

- Managed accounting operations, compliance documentation, and financial reporting; redesigned administrative processes to improve accuracy and turnaround time.

EDUCATION & CERTIFICATIONS

- Psychotherapist in Person-Centred Approach — Ukrainian Psychotherapeutic University (completed in June 2026)
- M.A. Psychology — Interregional Academy of Personnel Management (2022)
- PhD equivalent (Candidate of Sciences in Economics), (Ukraine 2015)
- M.A. International Economics — Lviv Polytechnic National University (2007, apostille, sworn translation to Polish)

LANGUAGES

Ukrainian (Native) | English (C1) | Russian (C1) | Polish (B2) | German (A1)

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I hereby consent to the processing of my personal data for the purposes of future recruitment processes