



Petro Lysyy

OPERATIONS · COORDINATION · EVENT LOGISTICS

Sacramento, CA

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petrolysyy.com

PROFILE

Administrative and operations professional with 8+ years coordinating schedules, communications, events, and logistics across healthcare, catering, events, and construction. Known for anticipating needs, handling sensitive information with discretion, and staying calm when the plan meets reality. Trilingual — English, Ukrainian, Russian.

EXPERIENCE

Apprentice Electrician

2026 — Present

Solir Electric Inc · Sacramento, CA

- Coordinate daily schedules and material logistics across multiple job sites, keeping crews supplied, sequenced, and on schedule.

Wedding & Event Coordinator (Contract)

2019 — Present

Independent · Sacramento, CA

- Plan and run weddings and large events end to end — timelines, vendors, catering, equipment, and on-site logistics.
- Serve as single point of contact for clients, vendors, and staff; direct teams and volunteers through setup, service, and teardown.
- Resolve issues in real time with judgment and diplomacy, keeping events on schedule without guests ever noticing.

Medical Assistant

2020 — 2024

WellSpace Health · Sacramento, CA

- Managed appointment scheduling, patient communication, and daily clinic operations in a HIPAA-regulated environment.
- Maintained accurate records in electronic health systems; bridged language gaps for Ukrainian- and Russian-speaking patients.

Client Service & Event Coordinator

2017 — Present

Elena's Kitchen & Catering · Sacramento, CA

- Coordinate schedules, deliveries, and logistics for simultaneous high-volume events; manage customer and vendor communication.
- Provide multilingual client service that turns single events into years of repeat business.

COMPETENCIES

Calendar & schedule management
Meeting & event logistics
Vendor & catering coordination
Correspondence & communications
Records management & data entry
Invoice & order coordination
Discretion & confidentiality
Microsoft Office suite

LANGUAGES

English	Fluent
Ukrainian	Native
Russian	Fluent

EDUCATION

Medical Assistant Certificate

Regional Occupational Program, Sacramento

High School Diploma

Mira Loma High School, Sacramento

COMMUNITY

Volunteer with local and international outreach and nonprofit projects — event coordination, logistics, and setup.