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| **Summary** | | * Demonstrated achiever with exceptional knowledge of international markets, business practices, and trade regulations. * Strong marketing and finance background combined with fluency in several languages, including “Advanced Level” U.S. State Department certification in Russian Language Reading Comprehension. * Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively. * Extensive computer training, including knowledge of multiple networking environments and business software packages. * Enthusiastic and experienced in overseas travel. | |
| **Education** | | **Masters Degree in Russian & East European Studies**  ***Oak Tree University****, Washington, D.C.* | *2000* |
|  | | **B.A. Degree in Foreign Languages** ***Elm College***, *Coral Gables, FL*  Concentration in Russian, Spanish, French, & Italian; graduated cum laude with 3.8 G.P.A. | *1998* |
|  | | **Completion of Intensive Language Training Program** ***Maple Grove Institute***, *London, England* | *1999* |
| **Career History & Accomplishments** | | | |
|  | | **Assistant to the Director of Business Development**, *Fabrikam, Inc.*   * Worked directly with Director of Business Development and Director of Strategic planning of this large, publicly-traded provider of home healthcare services. * Researched and wrote marketing, financial, and feasibility reports concerning new business acquisitions and acquisition prospects. * Played key role in preparing a successful $5 million federal grant proposal to provide the company’s home therapy products to rural U.S. areas. * Prepared corporate financial reports and service contracts for the CFO. | *2004* |
|  | | **Russian and East European Coordinator**, *A. Datum Corporation*   * Held key responsibility in this small import/export company for helping facilitate trade deals with former Soviet Union and Eastern European countries. * Served as interpreter and translator for Vice President in major business negotiations. Reviewed company compliance with all applicable customs laws and procedures. * Initiated multiple overseas joint ventures and served as liaison for foreign customers on business in the U.S. | *2003* |
|  | | **Administrative Assistant to the Vice President**, *Contoso, Ltd.*   * Handled administrative functions for the Vice President of the Executive Car Lease Program, a sales division catering primarily to the diplomatic community and the federal government. * Assisted in preparing contracts and sales proposals for customers. * Established reports to track products throughout the United States and develop further customer contacts for Contoso, Ltd. | *2001-2002* |
| **Memberships & Affiliations** | | | |
|  | * Founding member of the Former Soviet Union Florida Chamber of Commerce * Member, American Association for Advancement of Slavic Studies * Member, World Affairs Council | | |
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