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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.
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| **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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