|  |  |  |  |
| --- | --- | --- | --- |
|  | | | |
| Type your address here, Type your address here | | | |
|  | | | |
| Type your address here | | | |
| 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 | | |
| Copyright © 1997 by the McGraw-Hill Companies, Inc. | | | |