**Ilya Vorobiev**

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| **Professional experience:** |  |
| July 2012 - March 2015  December 2013 | JSCB Novikombank  Senior specialist, Products development department   * Carrying out joint marketing events with Visa and MasterCard payment service providers and their partners. * Promo materials development, publishing and printing. * Business results reports preparation and supporting documentation management. * Market research, data analysis. * New banking products development and presentation. * Mass media research and report. * Marketing materials design development. * Writing and editing for magazines’, POS-materials (leaflets, brochures) and official company web site content. * Preparing content for official web site’s english version. * Writing scrips for client service managers. * Regional offices marketing support.   International banking business:   * Communicating with foreign partners, project management. * Preparing agreements, Powers of attorney and other documentation. * Account management and wide administrative function * Auditing and liquidation of companies. * Preparing instructions, presentations and analytic reports. * Brokerage deals support. |
| July 2012 | Specialist (part-time)  Foreign clients consulting, problem solving, banking soft testing and sales-oriented scriptwriting |
| May 2012 | Real estate sales agent (Russian and international markets)   * Mutual business with foreign partners (developers, architects, designers, agents and etc.). * Marketing concept development and implementation. * Transfer assistance. * Presentation and sales. |
| 2011 | Private entrepreneur (marketing and advertising business)  Fields of business: fashion, lingerie, IT, culinary art, real estate etc.   * Project management. Supervising a team of web-designers, copywriters, programmers, Retail and SMM specialists. * Developing a marketing concept and it’s fulfillment according to customers’ expected goals. * Proposing an employee incentive programme. * Customer loyalty program implementation. * Preparing reports and presentations * Quality control, editing. * Administrative duties. |
| September 2011 - may 2012 г. | «Miel-Realty» (Real-estate agency), sales specialist  Retail market sales.  Advertising and marketing strategies development.  Tutoring newcommers. |
| June 2011 - February 2012 | Bosco di Ciliegi (Premium retail goods dealer), CEO Personal assistant   * Administration assistance of the general office, supervision of retail sales managers; * Brand supervisors’ (Buyers) and senior sales managers’ workbooks preparation, editing, review and introduction. * Writing scrips and instructions for internal use. * International and internal communications, documents preparation. * Setting up corporate trainings for retail managers. * Account management, travel assistance, planning follow up control. |
| February 2011 - June 2011 | «Justitia» law firm, assistant attorney  Lawsuits, official correspondence writing.  Civil and penal law review.  Research, preparation and further processing the data for General attorney to read a case in the court of law.  International communications, business meeting assistance, translations. |
| December 2010 - March 2011 | Mototelecom-Distribution (IT/telecom/soft integration),  Marketing department, editor  Newswriting for three IT-portals.   * Research, writing, editing and translating (reports, news, reviews). * Newly released high-tech sensations testing and review. * International communications, translations |
| 2009 - 2010 | Seo-agent (Web-advertising, SMM), copywriter/editor  Writing promotional texts and editing.  Media research. |
| 2009 | ADV group (Advertising agency), reporter-newsperson   * Informational assistance for one of Moscow region municipal offices. * Preparing data background, events and news for public events and celebrations. * Interviewing, news-writing. |
| December 2006 - December 2008 | Military service  Among service obligations: Math, English and Russian lessons for garrison servicemen’ children.  Writing articles for military magazines and newspapers.  Perfect service record. |
| 2006 | Newspapers and magazines «Moscow Wednesday», «Petrovka, 38», «Moscow Truth», «Russian Federation Today», reporter-newsperson  Writing articles, data analysis. |

**Education:**

MSAL (Moscow State Academy of Law), 2010 - still studying

MSU (Moscow state university) - journalism, 2006

Gymnasium № 45, Moscow (Specialist area: English language, Literature, Sociology, Oratory)

SAAS «Marina», Specialist area: English language, literature, drama.

Heritage private school.

**Additional skills and strengths:**

* Solid presentation and communication skills;
* Strong editing, writing and data research skills;
* Ability to break news and analyze data;
* Experienced in sales methodology and practice;
* Professional PC user (incl. full MS Office package);
* Experienced in Russian Law, Common Law and Swiss Law;
* Committed to result and accuracy;
* Self-determined, responsible, goal-driven.

**Languages:**

* Russian language proficiency (writing and editing skills)
* Fluent English
* Basic German
* Basic French