**Olga Makarova**

**Tel: 0954934836**

**Email:** **liya\_apelsin@yahoo.com**

Place / Date Of Birth: **Russia / 12/02/84** Nationality: **Russian** Marital Status: **Single**

**Profile**

Cross cultural business facilitator & negotiator. A positive team leader / player, able to enhance efficiency and add value to varied projects and strategies with challenging deadlines & constraints.

**Employment History**

**General Manager**, PandaTechService LLC (Subsidiary of Pandawill), Moscow, Russia **09.2013 – 03.2015**

* Company formation of PandaTechService LLC in Moscow, including:

registered premises, legal paperwork, staff recruitment and training

* Implemented customer support team
* Setup administrative team
* Formulated service level protocols

**Head of Department (Russian translation)**, Pandawill, Shenzhen, China, **01.2011 – 08.2013**

* Recruited, directed and managed translation team
* Maintained quality of service
* Devised and led on-line e-marketing campaign
* Organized and chaired international meetings

**Product Manager**, B-Girl LLC, Guangzhou, China **06.2010 – 12.2010**

* Liaison for London based headquarters and local team
* Managed quality control manufacture processes
* Showcased products to clients and managed operations
* Vetted manufactures and outsourced mini projects

**Manufacturing Consultant**, Mainland, China **06.2009 – 05.2010**

* Procured international clients aiming to produce goods in China
* Utilized trilingual abilities to aid sourcing for foreign clients
* Oversaw sourcing, negotiation and translation for international contractual agreements

**Office Manager**, Apelsin LLC, Bratsk, Russia **09.2008 – 04.2009**

* Sourced varied products according to specification and criteria
* Published to company CMS

**Education History**

**Degree,** Economics, Irkutsk State University – Irkutsk**,** Russia  **2006**

**Major**: Economics and Linguistics (Mandarin)

**Skills**

Personnel recruitment & management, business translation & interpretation, ERP, project management, e –marketing, sourcing and office administration.