

Resume of Olga Svetlichnaya

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- Personal** Date of birth: 13.07.1983
Place of birth: Moscow, Russia
- Objective** My objective is to be involved in the process of bringing the most important resource into the company - people! .
- Education** Diploma with honors
Moscow State University of Economics, Statistics and Informatics (MESI)
September 2000 - July 2005, Moscow, Russia
Qualification: Manager (specialist)
Specialization: Human resources development
- Diploma with honors
People's Friendship University of Russia,
September 2001 – May 2002, Moscow, Russia
Qualification: Consultant-interpreter (English language)
- Highlights** Included in the book “Best graduates of Moscow Universities”, 2005
- Work Experience** Permanent Consultant
“Kelly Services” recruiting agency, Moscow, Russia
January 2008 – October 2009
- Being in charge of the whole recruiting process from sourcing suitable candidates to filling open positions in client companies.
- Researcher
“Kelly Services” recruiting agency, Moscow, Russia
April 2007 – January 2008
- Being in charge of the process of sourcing suitable candidates for open positions in client companies.
- Secretary
Moscow Representative Office of “Herbs Trading GmbH” (Austria), Moscow, Russia
November 2005 – November 2006
- Secretary of an administrative department.
- Senior counselor, lifeguard
Camp Silver Beach, Virginia, USA
May 2004 - September 2004

24 hours daily care for campers ages 7-16 (6 days a week)
Gave swimming lessons and supervised children in the pool and ocean.

Marketing department, Payroll bureau, Moscow, Russia
Scala Business Solutions
January 2004 – May 2004

Preparing of news releases, telemarketing, database

Sociologist
Administrative Consulting department
Center of corporative training “Formula razvitiya”
October 2003 – December 2003

Interviewing and data handling

Manager assistant
Regional development department, MESI
March 2002 – July 2003

Paper work

Optional Interests: HR, management , psychology, languages, winter sports
Computer Skills: Windows, Office, Internet