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| ***Education:*** | ***Kiev International University, Romane Philology Faculty, English & German languages***  ***Bachelor's Degree***  ***Kiev*** |
| ***Foreign Languages:*** | ***Ukrainian, Russian – Mother languages***  ***English – upper-intermediate level, fluent speaking,   satisfactory writing***  ***German – fluent oral, good writing (using vocabulary)*** |
| ***Computer:*** | ***Word, Excel, Internet, Outlook Express*** |
| ***Employment history*** | ***January 2006 – December 2010***  ***Project “Venom” at QUZ Plant***  ***Kiev, Ukraine***  ***Office Manager (Accountant Assistant), secretary***   * ***Documentation and correspondence database maintenance*** * ***Local staff management*** * ***Partial cost controlling*** * ***Preparation of Financial Reports to the Consortium*** * ***Translation*** * ***Administrative duties*** * ***Organization of business trips and meetings arrangements*** |
| ***Personal:*** | ***hardworking, result-oriented, easy-going, friendly, sociable and time management skills, initiative*** |