



Grey Lynn, Auckland, New Zealand

OBJECTIVE/ PERSONAL STATEMENT

I have just completed a postgraduate study in applied management, where I fell in love with project management. I am now looking for an opportunity to work on launching a product or event.

I am unafraid of challenges and deadlines. I love undertaking interesting tasks, gaining new knowledge and growing with in a team. I can see the whole picture, notice details, and find creative solutions. I'm hard working and dedicated.

I am looking for employment in a company with great vision and a friendly team.

WORK HISTORY

<p>Graphic Designer byMariyka Freelancer Chelyabinsk, Russia Aug 2014 - Feb 2019</p>	<p>Helped manufacturers to communicate with consumers and build a marketing strategy through graphic images. Created branding or its parts for companies and events, including brand social media style.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> branding <input checked="" type="checkbox"/> logo and posters design <input checked="" type="checkbox"/> menu and websites layout <input checked="" type="checkbox"/> illustration and photography 	<p>Achievements:</p> <ul style="list-style-type: none"> > I have learned to understand the desires of customers and how to make their products more attractive to buyers. > I developed a large pool of loyal clients who still prefer to work with me despite the distance and different time zones. > I worked with clients throughout Russia. > To understand printing in detail, I worked as a part-time designer in a printing house (design and prepress). I was invited to the position of a full-time designer.
<ul style="list-style-type: none"> • Office manager • Personnel officer • Assistant to CEO <p>TD Autostroydormash, Ltd/ TD ASDM, Ltd. (продажа деталей трубопроводов) Chelyabinsk, Russian Federation Jun 2011 - Apr 2014</p>	<p>Ensured effective and uninterrupted work in the office, including business trips, procurement and organising corporate events. At times provided the necessary documentation to management and accounting, combined with personnel management.</p>	<p>I was responsible for the implementation of electronic document management (Electronic Document Management System), training and personnel consultation.</p> <p>Was responsible for transmitting confidential corporate documents.</p>

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Secretary/Office-manager Federal Roads Managing Company for The South Urals <i>(construction and maintenance of federal highways in the region)</i> Chelyabinsk, Russian Federation Sep 2008 - Jun 2011	Ensured effective administrative work of the company and the head: ▷ document flow ▷ telephone calls ▷ meetings ▷ visitors ▷ office procurement ▷ monitoring news in the media	Implemented electronic document management: education and support.
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QUALIFICATIONS

Otago Polytechnic Auckland International
Campus
Auckland, New Zealand
2018 - 2018

Applied Management
(Postgraduate Diploma, level 8)

Included courses:

- ▷ Project Management
- ▷ Marketing in Digital Age
- ▷ Developing Effective Organisations
- ▷ Entrepreneurship and Innovation
- ▷ Corporate Governance and Leadership

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South Ural State University
Chelyabinsk, Russian Federation
2005 - 2007

English translation
(dual degree, 2 years)

South Ural State University
Chelyabinsk, Russian Federation
2003 - 2008

Real estate expertise and management -
engineer (Bachelor's Degree, 5 years)

SKILLS

- Windows and Mac OS
- Adobe Photoshop, Illustrator, InDesign, Lightroom
- Microsoft Office (Word, Excel, PowerPoint, Outlook, Project)
- AutoCAD

- Full driver licence (Russian, preparing to take NZ test)
- Languages: English, Russian
Learnt Italian and Hebrew (going to continue studies)
Started to learn Te Reo Māori

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TRAINING

"Effective participation at the exhibition"

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CERTIFICATES

"Tangata Tiriti - Treaty People"

Belong Aotearoa (formerly known as Auckland Regional Migrant Services)

February 2019

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PERSONAL SKILLS

Willingness to learn

I strive to gain new knowledge and broaden my horizons, learn languages, read non-fiction and popular science literature, and listen to podcasts. I am open to discussions.

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Deep thinker and analytical

I always try to get to the core of things, and look at the problem from different angles.

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Resilience and multi-tasking

The Russian labour market is highly competitive, which requires flexibility and sustainability from employees.

I'm adaptable and enjoy challenges, such as moving and studying abroad.

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Team-player and reliable

Group work has long been an integral part of studying in the OPIAC. In a short period of time, it was necessary to build an effective team to achieve high marks. During a year of studies, we would build not only successful teams but also a strong friendship.

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Self-management

I studied a large amount of information on unfamiliar subjects in a non-native language for a short period of time and received high marks.

Result-driven, diligent and dedicated

I like to achieve significant results.

COMMUNITY & VOLUNTEER EXPERIENCE

Farmer's Santa Parade

Auckland, New Zealand
Dec 2018

Volunteer

Make-up artist for participants of the parade.

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STOP GOK

Chelyabinsk, Russia
Aug 2015 - Oct 2015

Volunteer

A campaign to collect signatures for the prohibition of the construction of the Tominsk Mining and Enrichment Plant (TominskyGOK).

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Chelyabinsk, Russian Federation
Jan 2009 - Feb 2009

Organiser

A campaign to collect signatures for the prohibition of hunting for white baby seals (the prohibition was passed in March 2009).

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American Baptist's charity organisation in Russia
Chelyabinsk, Russia
Aug 2007 - Aug 2007

Interpreter

The company supported an orphanage and residential home

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ACHIEVEMENTS

Excellent Student Award

2018
For the March study block in OPAIC

INTERESTS

- Cognitive science and psychology
- Snowboarding and surfing
- Food and cooking
- Fashion and make-up

REFEREES

Referees are available to contact, on request.