

[Your Name]
[Street Address], [City, ST ZIP Code]
[phone]
[e-mail]

Summary

- Demonstrated achiever with exceptional knowledge of international markets, business practices, and trade regulations.
 - Strong marketing and finance background combined with fluency in several languages, including “Advanced Level” U.S. State Department certification in Russian Language Reading Comprehension.
 - Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.
 - Extensive computer training, including knowledge of multiple networking environments and business software packages.
 - Enthusiastic and experienced in overseas travel.
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Education

- Masters Degree in Russian & East European Studies** 2000
Oak Tree University, Washington, D.C.
- B.A. Degree in Foreign Languages** 1998
Elm College, Coral Gables, FL
Concentration in Russian, Spanish, French, & Italian; graduated cum laude with 3.8 G.P.A.
- Completion of Intensive Language Training Program** 1999
Maple Grove Institute, London, England
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Career History & Accomplishments

- Assistant to the Director of Business Development, Fabrikam, Inc.** 2004
- Worked directly with Director of Business Development and Director of Strategic planning of this large, publicly-traded provider of home healthcare services.
 - Researched and wrote marketing, financial, and feasibility reports concerning new business acquisitions and acquisition prospects.
 - Played key role in preparing a successful \$5 million federal grant proposal to provide the company’s home therapy products to rural U.S. areas.
 - Prepared corporate financial reports and service contracts for the CFO.
- Russian and East European Coordinator, A. Datum Corporation** 2003
- Held key responsibility in this small import/export company for helping facilitate trade deals with former Soviet Union and Eastern European countries.
 - Served as interpreter and translator for Vice President in major business negotiations. Reviewed company compliance with all applicable customs laws and procedures.
 - Initiated multiple overseas joint ventures and served as liaison for foreign customers on business in the U.S.

Administrative Assistant to the Vice President, *Contoso, Ltd.*

2001-2002

- Handled administrative functions for the Vice President of the Executive Car Lease Program, a sales division catering primarily to the diplomatic community and the federal government.
- Assisted in preparing contracts and sales proposals for customers.
- Established reports to track products throughout the United States and develop further customer contacts for Contoso, Ltd.

Memberships & Affiliations

- Founding member of the Former Soviet Union Florida Chamber of Commerce
- Member, American Association for Advancement of Slavic Studies
- Member, World Affairs Council

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