

Name Surname

Personal Data

Date and place of birth	01 /01 /19XX, Country 1
Address in Country 2	xxxxxxxxxxxxx
Telephone	+11 111 1111111
E-mail	name.surname@domen.com

Skills and Attributes

- Creative, innovative, flexible
- Determined, optimistic, intelligent
- Exceptional analytical skills
- Natural leadership abilities
- Strong team player
- Energetic self-starter

Education

Sept 2005 to present B. University, degree in business administration, third year.
Average grade: 29.2 / 30.
Projects accomplished with maximum grade: Key success factors of Fashion Sector Company, Brand Identity in Fashion Sector.

Sept 2000 – Jul 2005 City State University, Institute of Management and Economics, major – International Economics, graduation with honors.
Term papers: Inflation and Unemployment, Analysis of Company’s Economical Activity, Transnational Banks, Banking Service Marketing.

Sept 1995 – Jul 2000 Lyceum of Business-Information Technologies. Graduation with honors.

Work Experience

Jun 2006 – Aug 2006 Event Manager, Assistant Director, Auto center SSSSSS. A full-time position for the largest center Ford in the region. Responsibilities and achievements:

- Organized an opening event on a city scale
- Developed and handled database of VIP potential clients
- Managed customer service by means of various communication tools

Feb 2005 to Sept 2005 Finance Department Manager, FFFFFFF Ltd. A full-time position for the production company. Responsibilities and achievements:

- Developed business-plan for the Brick Manufacturing Plant
- Collected and interpreted survey data on potential costumers and rivals
- Conducted negotiations with key potential customers

Aug 2004 – Nov 2004 Securities Department Manager, TTTT Bank JSC. A part-time position for the local banking institution. Responsibilities and achievements:

- Monitored daily equity market situation
- Arranged deals on stocks and bonds trading
- Issued and discounted bills of exchange

May 2003 – Nov 2003 Retail Customers Department Manager, GGGG-bank JSC. A part-time position for a large national banking institution. Responsibilities and achievements:

- Accomplished money transfers and opened deposits
- Issued and handled plastic credit cards
- Conducted consulting services

Languages

- Native *ian
- Proficient English
- Pre-advanced Italian
- Passive German

Computer Skills

- Fluent in all Windows and MS-Office versions, Internet applications, ECDL

Interests

- Fashion, psychology, communication, cultures, information technology
- Participating and organizing social activities and events, traveling, yoga