

175 Rennard Street Address | Philadelphia | PA | 19116 | tel: 267.912.2599

EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA Bachelor of Business Administration, May 2016

Majors: Business Management and Administration

Scholastic Average: Overall GPA– 2.90

Selected Courses:

-Pre-Calculus for Business
-Calculus for Business
-Business Statistics
-Marketing Management
-Microeconomic Principles

-Leadership and Organizational Management
- Macroeconomic Principles
-Legal Environment of Business
-Financial Accounting
- Information Systems in Organizations

EXPERIENCE:

The World of Plants: Philadelphia, PA

- Employee: 2008-present
- Serve as a translator from English to Russian and the other way around for over six years.
- Constructed detailed contracts and invoices for customers on a daily basis.
- Followed strict orders in order to ensure maximum customer satisfaction on a day-to-day basis.
- Conduct intensive research online and through catalogs to find proper material needed to complete certain jobs, at the best price.

27th SUMMER UNIVERSIADE, Kazan, Russia

- Invited to serve as a translator: July 2013
- Provided translation services for guests from 160 different countries in Kazan, Russia
- The Universiade, an international multi-sport event, organized for university athletes by the International University Sports Federation (FISU)
- Supervised and trained local team 15 of volunteers to communicate with guests in English
- Assisted international guests with directions to sport events and pavilions

OTHER SKILLS AND LANGUAGES:

-Fluent (Russian & English)

-Microsoft Word, Excel, Power Point