

EDUCATION: TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2015

Major: Actuarial Science | Risk Management & Insurance

Selected Courses:

Introduction to Risk Management

Operations Management

Calculus III

URAL STATE UNIVERSITY OF ECONOMICS, Yekaterinburg, Russia

Bachelor of Economics, Graduation: May 2008

Major: Economics

GPA: 4.0

ACTIVITIES AND AWARDS:

- Member, Gamma Iota Sigma Chapter, Temple University, Fall 2013 - present
- Federation Memorial Scholarship, Community College of Philadelphia, Spring 2013
- Member, Business & Entrepreneurship Club, Community College of Philadelphia, 2012

EXPERIENCE:

ARMADA TRADER LLC, Philadelphia, PA

April 2011 – July 2013

Office Manager

- Provided office support for used car dealership with an inventory of 50 cars per month.
- Displayed monthly profit and loss financial reports.
- Maintained company databases.
- Assisted with new dealer licenses, banking licenses, and floor plan finances.
- Handled payments for inland and overseas shipping companies, auto actions, dealerships.
- Responsible for filing, shipping and tracking outgoing and incoming mail.
- Trained new employees on using company databases.

VAL CONSTRUCTION SPECIALIST, Philadelphia, PA

September 2010 – April 2011

Customer Service Associate

- Provided customer service for construction company
- Processed 20 customer requests daily and responded to customer inquiries via phone and email.
- Assigned daily scheduling for general manager and employees.
- Made invoices and contracts.

SKILLS & LANGUAGES:

- Microsoft Office Suite
- POM Application
- Russian - fluent