

## Name

[Street Address, City]

[phone]

[e-mail]

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## Summary

- An enthusiastic self-starter with strong leadership and communications skills. Proven academic and curricular achievements, and possess the right technical and soft skills required to propel the organization achieving its goals and objectives
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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 (if any)

**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.
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## 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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## Awards/Achievements

- Awarded Dean Awards for semester 1, 3 and 5.
  - 1<sup>st</sup> runner up, Inter-Varsity Chess Tournament, 2003
  - District Champions, Football under-18, Muar High School, 1999
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## Extracurricular Activities

- Deputy Head Prefect, Muar High School, 1999
  - Represented Muar High School in Football, Badminton and Tennis, 1999
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## Skills

- Familiar with Windows and UNIX platforms
  - Fluent in English, Spanish and German
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## Personal Characteristics

- Highly Motivated, Pleasant Personality, Cheerful and Hardworking
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## References

- Will be available on request