**Liudmila Druzhinina**

25459 NE Redmond Fall City Rd

Redmond, WA 98053

email

liudmiladruzhininabw@gmail.com

**SUMMARY**

* I have over a half of year of experience in customer service in the restaurant, cash handling, sales and teamwork. I am bilingual (Russian-English), proficient in accounting, mathematics and statistics. I was recognized for assisting other departments when needed.
* Over 10 years old knowledge of practice and econometrics to evaluate practices and feasibility of business plans
* Experienced in economics, financing of construction and engineering projects
* Excellent knowledge in cost analysis and vendor contracting
* Wide ranging work in international business specializing in the global economy

**EXPERIENCE**

**Waitress/restaurant, Udipi Cafe, Bellevue, WA Jun 2015-Current**

* Operated cash register and scanner to process customer orders.
* Engaged in suggestive selling and resolved for customers .
* Processed monetary transactions including cash, checks, gift certificates, coupons and refunds.
* Maintained fast, friendly customer service.

 **Economist, Yekaterinburg, Russia Apr 2013 – Jun 2013**

* Participated in Budget, Forecast and Strategic Plan processes
* Monitored actual and forecasted cost and revenues (on a monthly, quarterly and annual basis)
* Coordinated and consolidated budget, latest estimate and variance analysis
* Analyzed and prepared reports to parent company
* Ensured company data was collected, derived and consolidated from all departments
* Contributed in monthly closing business development decisions support; Supported development of process and proper documentation for controlling

 **Chief Economist, Uralenergomontazh, Beryozovsky, Russia Dec 2007-Jun 2012**

* Organized economic accounting and enforcement of targets, statistics on technical and economic performance of nuclear plant
* Formulation of economic planning (budgeting system), including compilation of short, medium and long-term business plans, including; Consolidated separate budgets, project budgets, budget units, control and analysis performance
* Built a system of analysis of economic activities, including monitoring and analysis of key financial indicators
* Built system for calculating planned and actual costs, reducing the cost of program development and monitored their implementation
* Analysis production and business processes to improve for efficiency
* Development and coordination of accounting labor, re-numeration and motivation of employees
* Developed of optimal planning production program, the equipment and technology
* Analysis of effectiveness of the equipment to optimize in MS Excel of production processes
* Oversaw a department of 8 economists, analysts

**EDUCATION**

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| YWCA Bank Works Program, Seattle, WA, Teller Training CertificateBellevue College Bellevue, WA- Courses “On the Job Communication” , “Preparing for Work”Bellevue college, ESL class, advance levelUral State University of Economics, Yekaterinburg, Russia - Master Degree in FinanceUral State Professional & Pedagogical University, Yekaterinburg, Russia – Master Degree in Robotic Engineering **SKILLS**Over 10 years’ experience with econometrics to evaluate practices and feasibility of business plansAdvanced level of MS Excel user to create spreadsheets and financial reportsExperienced in economics and financing of construction and engineering projectsExcellent knowledge in cost analysis and vendor contract negotiationsWide ranging work in international business specializing in the global economyMS Office Suite, Quick Books, Windows XP, Windows7Customer service, Sales and team work.Complete knowledge of accountingCritical thinking and problem solving skills. Over 10 years’ experience with econometrics to evaluate practices and feasibility of business plans |