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| **/Users/vaRos/Desktop/v2l2OXNunFo.jpg** | **Anastasia Kalyonova** |
| Saint-Petersburg, Russia  Boston,Massachusetts | +1 (921) 556-5529  anastasiakalyonova@gmail.com |

**Education**

**Master of International Trade** Expected June 2017

Saint-Petersburg State University of Economics | Saint-Petersburg, Russia

**Bachelor of International Management** July 2015

Saint-Petersburg State University of Economics | Saint-Petersburg, Russia

**Experience**

**Travel Agency ‘alta-tour’ —**Saint-Petersburg, Russia 2014 – 2015

**Travel manager.**

* Consulting clients
* Planning vacations
* Processing with documents and visas

**industry factory “Kartontol”—**Saint-Petersburg, Russia 2014 – 2014

**Receptionist.**

* Data receipt and processing
* Paperwork management
* Arrangements of the meetings for the company’s management

**baby store ‘orchestra’—**Saint-Petersburg, Russia 2013 – 2014

**Sales assistant**.

* Customer guidance
* Cashiering
* Yard service

**Additional Information**

**Skills:** 1C enterprise, PC, communicative, self-motivated, quick study, responsible

**Languages:** English, Russian, German (beginner)

**Hobbies:** baking, sports activities, studying, travelling, learning languages