**PERSONAL INFORMATION**



фото

**Anastasiia Prokopova**

**Date of Birth:** 29 January 1992

**Age:** 24

**Marital Status:** not married

**Address:** 136, Varshavska Street,

Lviv, Ukraine

**Phone:** +380993028672

**Email:** [nastiaschastye@gmail.com](mailto:nastiaschastye@gmail.com)

**EDUCATION**

Kirovograd Flight Academy of the National Aviation University, 2009-2014

Qualification: specialist of Management of Foreign Economic Activity with specialization ”management of international air transportations”

**EXPERIENCE**

16.05.11 – 19.06.11

Krymaviaservice LTD, Central airport, Simferopol, Ukraine, - agent for meeting and landing passengers;

20.12.12 – 1.12.14

Marriage Agency “Anastasia”, Kirovograd, Ukraine, - interpreter;

14.01.15 –1.12.15

“DialogMarket”, Kirovograd, Ukraine, - General Director’s Assistant (before has finished trainings in Russian and American call centers)

01.03.15-1.12.15

“DialogMarket”, Miami, USA – Virtual Secretary

1.12.15-nowadays

“DialogMarket”, Miami, USA, - freelance manager (organizing trainings for freelance employees, customer support)

LANGUAGE

Ukrainian, Russian – native, English – fluent, German – with vocabulary

**ADDITIONAL SKILLS**

Experience of computing: MS Office (Word, Excel), Power Point, Photoshop, Internet and Email. Well-developed skills in telephone sales technology, advertising and staff search. Driving License Category B.

**PERSONAL ATTRIBUTES**

Communicative, result oriented, eager to experience and learn new skills.

**REFERENCES**

Available upon request