**Anna Gulovataya**

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| +1 929 312 56 87  anna.gulovataya@gmail.com | Nationality: Russian  Date of birth: October 07, 1990 |

Midwood  
Brooklyn, NY 11230  
USA

**Personal statement**

Hello! My name is Anna. I am looking for interesting, proactive, dynamic full-time job in helpful, effective, professional team.   
I have a good recommendations from AIRSWIFT and I can get the contacts of my line manager   
if it necessary.  
Now I am learning English in Kingsborough community college 2 day's a week in evening time.   
Ready to start from beginning positions.

**Employment history**

**Junior operation specialist**

*AIRSWIFT  -  Moscow*

*August 2016  -  November 2016   (4 months)*

Provide back-up support to reception; screen and direct incoming calls  
Greet and direct visitors and guests  
Manage office inventory; track supply levels and place orders  
Maintain communal office spaces: front office, conference room, office kitchen, etc.  
Handle facilities requests; troubleshoot basic technological issues  
Support corporate initiatives and assist with event planning, birthday parties, etc.  
Take charge of additional projects and duties as needed  
Manage office re-branding, interaction with suppliers (portfolio).

**HR consultant (project)**

*AIRSWIFT  -  Moscow*

*February 2016  -  July 2016   (6 months)*

Search and selection of experts from the oil and gas industry (operators of process plants, equipment, electricians, mechanicals, engineers, etc.) for Yamal LNG.  
Conducting primary telephone interviews with candidates, organization of meetings.  
Assistance in conducting personal interviews with the line manager.

**Recruiter**

*LLC Dokers  -  Moscow*

*July 2013  -  June 2015   (2 years)*

Manage full life-cycle recruitment for select open technician positions  
Identify sourcing channels for recruiting qualified candidates to company  
Cold-calling techniques, internet research, and networking  
Meet with candidates to evaluate their skills and understand their job preferences, and contact peers and supervisors to determine a candidate's viability to support and resolve specific client needs.

**Education**

**Bachelor**

*Moscow University of Industry and Finance "Synergy"  -  Moscow*

*Major: Finance and credit*

*September 2007  -  July 2012*

**Additional information**

**Languages**

Russian (native), English (conversational)

**Links**

Facebook

[www.facebook.com/kan777](http://www.facebook.com/kan777)

**Awards and Certifications**

**Award - Certificate of good work**

*December 2014*

For the prompt and efficient organization of recruiting work for the main object.