**Resume**

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| **Name:** *Sergey Badunov* |

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| **The address:** 1351 NE Miami Gardens Dr, Apt 1114, North Miami Beach, Florida 33179 USA |
| **Date of birth:** *January 0 1, 1984*  **Marital status:** *married* |

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| **Education:** *Bachelor's*  **The University name:** *Pyatigorsk State Technological University*  **The training period:** *2002 - 2007*  **Qualification:** *the Engineer*  **Specialization:** *Standardization and certification* | |
| **Work experience:** | |
| **The organization name:**  **The address:**  **The work period:**  **Positions:**  **Duties:** | *Dr Home*  *North Miami, Florida*  *January 2015 – September 2015*  *Contractor*  *electrical, plumbing, painting, crown molding* |
| **The organization name:**  **The address:**  **The work period:**  **Positions:**  **Duties:** | *De Fleur, Flower boutique*  *Russia, Stavropol Territory, Pyatigorsk*  *March 2012 – August 2014*  *Owner, florist – designer*  *- Preparation of offers on perfection of structure of management, distribution of functions and responsibility between divisions and workers of the Society.*  *- The organization of working out and realization of strategy of scientific and technical development, scientific and technical progress and a manufacture technological level.*  *- Participation in tender work (preparation of the competitive and auction documentation, acceptance of participation in the auctions).* |
| **The organization name:**  **The address:**  **The work period:**  **Positions:**  **Duties:** | *JSC "Southern water economic expert center"*  *Russia, Stavropol Territory, Pyatigorsk*  *March 2011 – June 2014*  *Deputy Director General (combination)*  *- The organization of the account, the operative information and the summary reporting of the Society according to the confirmed forms of the reporting on subordinated questions.*  *- Labor discipline strengthening, formation of a personnel reserve, preparation, improvement of professional skill, decrease in turnover of staff, the work organization by an estimation and personnel certification, coordination and generalization of questions of human resource management.*  *- The organization of sociolabor relations in the Society and coordination of activity of divisions in the field of employment and social security of workers.*  *- Preparation of offers on perfection of structure of management, distribution of functions and responsibility between divisions and workers of the Society.*  *- The organization of working out and realization of strategy of scientific and technical development, scientific and technical progress and a manufacture technological level.*  *- Participation in tender work (preparation of the competitive and auction documentation, acceptance of participation in the auctions).* |
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| **The organization name:**  **The address:**  **The work period:**  **Positions:**  **Duties:** | *JSC "Sevkavgiprovodhoz"*  *Russia, Stavropol Territory, Pyatigorsk*  *October 2009 – June 2014*  *the Head of service of quality*  *Introduction and perfection of international standards ISO 9001 and ISO 14001, and the international system Lean Manufacturing (Toyota Production System, Kaizen) Working out of all levels of the documentation, preparation of the company for certification, carrying out of internal audits, carrying out of Councils about quality, training of employees, working out of cards ТРМ, standards of cleaning, JUICE, , creation of cells, introduction 5S, optimization of business-processes, differentiation and a personnel estimation.* |
| **The organization name:**  **The address:**  **The work period:**  **Positions:**  **Duties:** | *JSC “Concern Energomera"*  *Russia, Stavropol Territory, Pyatigorsk*  *December 2006 – September 2009*  *the Leading engineer of department of quality management*  *Introduction and perfection of international standard ISO 9001, and the international system Lean Manufacturing (Toyota Production System, Kaizen) Working out of all levels of the documentation, preparation of the company for certification, carrying out of internal audits, carrying out of Councils about quality, training of employees, preparation of presentation reports on activity of the company, working out of cards ТРМ, standards of cleaning, JUICE, creation of cells, introduction 5С, optimization of business -processes, personnel differentiation.* |
| **Courses / trainings** | |
| *1. «Quality management. Audit». (ISO 9001), March 2007.*  *2. «Lean manufacturing» («Toyota Production System, Kaizen »), August – September, 2007*  *3. «System of management of safety of food production» (ISO 22000), October, 2008*  *4. The integrated systems of management,", the Expert and the auditor on ISO 9001 and ISO 14001,- June 2010*  *5. «Quality management. Audit». (ISO 9001), February 2014.* | |
| **Professional skills:** | |
| *Computer programs (Microsoft Office, Word, Excel, Access, Front page); Good typing skills (Russian, English); Phone skills; Excellent personnel management skills; Extensive research and analysis background; Efficient with time management; Excellent social skills including comfort with teamwork, training others instructional qualities and leadership; Ability to collect and analyze information; Orientation to client, focus on customer service; Excellent interpersonal skills.* | |
| **Future Plan:** | |
| *I would like to work in a good company with interesting prospects. I hope such traits of my character, as diligence, assiduity, conscientious attitude to work, honesty, responsibility and serious attitude to any deal will help the employer to discern a good workman in me.* | |