**Vadim Smirnov**

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**Education:**

**-The New York Real Estate Institute**

 *Real Estate Salesperson* 2014

**- Moscow State University named after M. Lomonosov**

*Master of Business Administration* 2012

-**Northeastern University**

*Internship program* (MBA) 2010

**- Moscow State Legal Academy named after O. Kutafin**

*Master of Laws Degree* 2003

**-Saint-Petersburg University of Russia Ministry of Internal Affairs**

*Doctor of Philosophy Degree in Jurisprudence (PhD in Law)* 2001

**-Saint-Petersburg Academy of Russia Ministry of Internal Affairs**

*Bachelor of Laws Degree* 1998

**Professional Experience:**

**“Douglas Elliman”** 2014-Present

*Licensed Real Estate Salesperson*

- Interview clients to determine what kinds of properties they are seeking.

- Prepare documents such as representation contracts, purchase agreements, closing statements, deeds and leases.

- Coordinate property closings, overseeing signing of documents and disbursement of funds.

- Act as an intermediary in negotiations between buyers and sellers (landlords, tenants), generally representing one or the other.

- Contact prospective customers, create guest cards, and input their information into a database.

- Promote sales/rentals of properties through advertisements, open houses, and participation in multiple listing services.

- Compare a property with similar properties that have recently sold/rent in order to determine its competitive market price.

-Present buildings and apartments to prospective clients.

- Coordinate appointments to show homes to prospective buyers/tenants.

- Generate lists of properties that are compatible with buyers' needs (tenants) and financial resources.

-Assist prospective residents with the application process. Conduct lease signing and ensure accuracy of all lease documents. Ensure that approved applicants’ move-in process is smooth and flawless by providing and explaining the lease agreement and move-in package.

- Arrange for title searches to determine whether clients have clear property titles.

- Review plans for new construction with clients, enumerating and recommending available options and features.

- Research neighborhood rental market and produce comparable (comp) reports. Complete weekly and monthly sales activity reports, including traffic analysis.

- Answer clients' questions regarding construction work, financing, maintenance, repairs, and appraisals.

-Engage in communications with current residents regarding maintenance issues, lease renewals, and resolving questions or concerns. Work closely with the management team to ensure that the apartment community is meeting targeted occupancy and revenue goals.

- Advise sellers/landlords on how to make homes more appealing to potential buyers.

- Investigate clients' financial and credit status in order to determine eligibility for buying/renting.

- Contact property owners and advertise services in order to solicit property sales listings.

- Develop networks of attorneys, mortgage lenders, and contractors to whom clients may be referred.

- Visit properties to assess them before showing them to clients.

- Contact utility companies for service connections to clients' property.

- Solicit and compile listings of available rental properties.

- Rent or lease properties on behalf of clients.

**"Investment Group Movement", LLS (Private equity firm, a holding company)**

*General Director/Co-founder* 2006-2012

- General Business Strategy Advice

- Developed Financing Plans

- Obtained venture capital

- Refined the Business Plan

- Marketed Advice and Strategies

- Developed Contingency Plans

-Invested in many diversified subsidiaries

-Established and developed many subsidiary companies

**"SH Sterlitamak Plant/Factory of Pressed Wood Product" LLS (a subsidiary of the holding company)**

*General Director* 2006-2009

CORE FUNCTIONS:

• Established and recommended the most realistic sales goals for the company.

• Managed and assigned geographic sales area or product line to maximize sales revenues and meet corporate objectives.

• Established and managed effective programs to compensate, coach, appraise and train sales personnel.

DETAILS OF FUNCTION:

• Performed sales activities on major accounts and negotiated sales price and discounts.

• Managed personnel and developed sales and sales support staff.

• Reviewed progress of sales roles throughout the company.

• Accurately forecasted annual, quarterly and monthly revenue streams.

• Developed specific plans to ensure revenue growth in all company’s products.

• Provided quarterly results assessments of sales staff productivity.

• Coordinated proper company resources to ensure efficient and stable sales results.

• Formulated all sales policies, practices and procedures.

• Assisted sales personnel in establishing personal contact and rapport with top echelon decision-makers.

• Collaborated with a marketing department to develop sales strategies to improve market share in all product lines.

• Interpreted short- and long-term effects on sales strategies in operating profit.

• Educated sales team by establishing programs/seminars in the areas of new account sales and growth, sales of emerging products and multi-product sales, profitability, improved presentation strategies, competitive strategies, proper use and level of sales support, management of expenses and business/financial issues on contracts.

• Collaborated with a financial department to establish and control budgets for sales promotion and trade show expenses.

• Reviewed expenses and recommended economies.

• Held regular meeting with sales staff.

**"Plant of Building Constructions" LLS (a subsidiary of the holding company)** 2006-2009

*General Director*

Responsible for directing and coordinating the daily operations of a manufacturing plant. This involved developing efficiency strategies to ensure that the plant met production goals and standards with minimal manufacturing costs. Worked directly with department heads to coordinate purchasing, production and distribution operations. Duties included instituting policies and procedures, training supervisors and administrators, maintaining a production schedule, giving performance reviews and motivating staff to meet production goals.

**"Techno Sale” LLS** 2010-2012

*Trustee in Bankruptcy*

**"Trans Supplement" LLS** 2011-2012

*Trustee in Bankruptcy*

**"Vologda Special Construction Administration" LLS** 2010-2012

*Trustee in Bankruptcy*

Sold several residential and commercial buildings during the appointment.

Duties were to collect and liquidate the property of the estate and to distribute the proceeds to creditors. The trustee's specific statutory duties which are similar to those set forth in Section 704 of the United States Bankruptcy Code:

1. To collect and liquidate the property of the estate and close the estate expeditiously compatible with the best interests of the parties in interest;

2. To be accountable for all property received;

3. To ensure that the debtor performs his or her intention as to retaining or surrendering property of the estate that secures consumer debt;

4. To investigate the financial affairs of the debtor;

5. If a purpose would be served, to examine proofs of claims and object to any that are improper;

6. If advisable, oppose the discharge of the debtor;

7. Unless the court orders otherwise, to furnish information concerning the estate and the estate's administration as requested by a third party in interest;

8. If the debtor's business is authorized to continue operating, to file with the court appropriate reports and summaries, including a statement of receipts and disbursements;

9. To file a final account of the administration of the estate.

Saint-Petersburg Association of Lawyers

**Lawyer/Attorney** 2002-2007

(Criminal Law and Civil Law)

- Advised clients concerning business transactions, claims liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations.

- Interpreted laws, rulings and regulations for individuals and businesses.

- Analyzed the probable outcomes of cases, using knowledge of legal precedents.

- Presented and summarized cases to judges.

- Presented evidence to defend clients in criminal and civil litigation.

- Represented clients in court or before government agencies.

- Prepared and drafted legal documents, such as wills, deeds, patent applications, mortgages, leases and contracts.

**Moscow State Legal Academy named after O.E. Kutafin** 2001-2003

*Professor of Business Law*

**REFERENCE:** Available upon request.