RESUME **Contact information**

**Name:** Maria Borisenko **Personal Address:** 51-2-28 Privolnaya street, Moscow, Russia, 109431

**Telephone No:** +7-916-336-13-23 **Email address:** mb1609@mail.ru

**Education**

**College:** Financial University under the Government of the Russian Federation

**Degree:** Bachelor **Major:** International Finance **Mo/Yr. of Graduation:** 06/2015

**Coursework includes:** finance, marketing, public speaking, statistics

**Computer:** Microsoft Office (Word, Excel)

**Language:** Russian – native, English – advanced (all subjects at University were in English)

**Foreign study:** EF school, Miami: July-August 2010, July-August 2012

**Experience**

**Organization:** Raiffeisen bank  **Dates:** October 2015-January 2016

**Title:** Manager of attracting legal entities and individual entrepreneurs on the cash management services

**Description of Work:** Cold calls for the purpose of opening bank accounts. Cold telephone sales, identification of needs. Meetings, presentations and sales of additional banking products. Signing of documents. Meeting and working with consulting companies. Working with the computer, correspondence with clients and partners.

**Organization:** City XXI Century  **Dates:** 1-31 of July, 2015

**Title:** Assistance of marketing analyst (Internship/paid)

**Description of Work:** Working with the computer: filling the table in Excel; study the real estate market through the Internet. Comparison of real estate: floor space, number of units, number of floors, price, location and other factors. Cold calls with the aim to find out the information needed to fill the table.

**Organization:** Jamilco (Versace)  **Dates:** June 2014-September 2014 **Title:** Sales associate

**Description of Work:** Understanding of work with a luxury brand. Always be polite and attentive towards customers. Greeting the visitors; identification of needs; the selection of the required clothes, shoes and accessories. Knowledge of the collection: the price and the composition of tissues. Assist the Senior Manager. Make phone calls, inviting customers to the boutique, "selling" a collection on the phone.

**Optional**

I`m adaptable; easygoing; self-sufficient but good team-player; entrepreneurial; creative and results-driven; I have negotiation skill, relationship building skills, problem solving skills, I speak two languages: Russian and English.

**Personal hobbies:** English language; fashion; travelling; music; snowboarding; cooking.