

Elena

Personal Assistant fluent in English

- native Russian speaker
- French residency holder



<https://englishnanny.org/~PkRde>

Personal Information

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| Birthdate | 1987 |
| Zodiac sign | Aquarius |
| Nationality | – Russian Federation |
| Residence permit | – France |
| Marital status, own children | Single, no children |
| Place of Birth | Russian Federation, Osinniki |
| Location | France, Paris |
| Sports | <ul style="list-style-type: none"> – Badminton – Boxing – Cycling – Gym – Horse riding – Martial arts – Outdoor activities – Running – Swimming – Yoga |
| Hobbies | <ul style="list-style-type: none"> – Architecture – Theatre & Acting – Painting & Drawing – Photography – Travelling – Cooking – Learning languages – Dancing & Choreography – Ballet |

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| | <ul style="list-style-type: none"> – Modern |
| Areas of interests | <ul style="list-style-type: none"> – Architecture – Art – Films – Healthy lifestyle – Learning about cultures – Literature – Nutrition – Psychology – Self-development |
| About myself | <p>A quick learner, who's always ready to take initiative.</p> <p>Dear family,</p> <p>With extensive experience in theatre, restaurant management, and sales and marketing, I have developed a diverse skill set that makes me an ideal candidate for supporting and organizing the fast-paced demands of this role. My passion for working with people, natural ability to create order out of chaos, and perfected skill of managing multiple responsibilities will allow me to thrive as a Personal Assistant.</p> <p>During my time as a theatre professional, I learned how to manage time-sensitive and detail-oriented projects. From coordinating rehearsal schedules to ensuring performances ran smoothly, I developed a knack for multitasking and staying calm under pressure. The unpredictability of live performances taught me how to anticipate challenges, think quickly, and solve problems in real-time - skills that are essential for any personal assistant.</p> <p>Additionally, my experience as a restaurant manager gave me hands-on experience in leadership, operations, and customer service. In that role, I was responsible for managing staff, resolving conflicts, scheduling shifts, and ensuring the smooth operation of the restaurant. Balancing the needs of both customers and employees honed my communication and organizational skills while reinforcing my ability to work with people in a demanding environment.</p> <p>As a sales and marketing manager, I gained a solid understanding of the corporate world and sharpened my strategic thinking, planning, and administrative abilities. I handled client relations, oversaw marketing campaigns, managed budgets, and coordinated events, giving me valuable experience with project management and the art of maintaining order amidst competing deadlines.</p> <p>I thrive in roles that allow me to support others, anticipate their needs, and ensure everything runs smoothly behind the scenes. My ability to bring clarity and structure to even the most complex situations is something I take great pride in, and I believe it would be a valuable asset in supporting daily operations as a Personal Assistant.</p> <p>Warmest regards, Elena</p> |

Education

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| 2004 - 2006 | Architecture, Architecture and Arts Academy, Russian Federation, Novosibirsk |
| 2018 - 2020 | Theatre, Cours Florent, France, Paris |

Working experience

January 2020 - till now

Freelance SMM specialist

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| My role includes | <ul style="list-style-type: none"> – Create and administer content on social media platforms – Monitor metrics – Oversee creative design – Curate content calendars across all social media platforms |
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September 2020 - October 2021

Personal shopping assistant, Paris

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| My role includes | – Delivered requested goods of luxury brands |
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October 2018 - November 2019

GuestReady

AirBnB Meet and Greeter, Paris

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| My role includes | <ul style="list-style-type: none"> – Was responsible for meeting guests and making sure they were satisfied with the offered services – Dealt with complaints and resolved issues – Was responsible for evaluating accommodation |
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August 2016 - August 2018

Theatre 19.11

Assistant Director, Russian Federation, Saint Petersburg

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| My role includes | <ul style="list-style-type: none"> – Lead pre-rehearsal research – Overlooked script editing and development – Organized production meetings – Scheduled rehearsal calls – Ran additional rehearsals |
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June 2016 - August 2018

Kundalini Yoga Academy

Sales and Marketing Manager, Russian Federation, Saint Petersburg

My role includes

- Launched social media campaigns via Facebook, Instagram
- Analyzed budgets, and prepared annual budget plans
- Implemented new sales plans and advertising

December 2015 - May 2016

Restaurant “Ginza Project»

Manager, Russian Federation, Saint Petersburg

My role includes

- Coordinated daily management operations
- Was in charge of ordering food and supplies
- Recruited staff and oversaw staff training

March 2014 - September 2015

“ALL SOUL” Production Company

Casting Assistant, Thailand

My role includes

- Scheduled and coordinated talent auditions
- Prepared/distributed production schedules and crew sheets, kept inventory, scheduled craft services
- Met with assistant directors, agents, wardrobe department
- Produced and distributed contracts, and casting memos

March 2014 - September 2015

“ALL SOUL” Production Company

Casting Assistant, Thailand

My role includes

- Scheduled and coordinated talent auditions
- Prepared/distributed production schedules and crew sheets, kept inventory, scheduled craft services
- Met with assistant directors, agents, wardrobe department
- Produced and distributed contracts, and casting memos

October 2012 - December 2013

Variety Production Center “Music Next”

Executive Assistant Director, Novosibirsk

My role includes

- Coordinated and oversaw program development
- Managed administrative functions
- Planned and implemented the annual calendar of activities

October 2010 - December 2012

Siberian Health”, LLC - Novosibirsk, Russia

Call centre supervisor

My role includes

- Performed statistical analysis for each agent
- Set sales goals for the team and provided coaching

— Recruited, coached, and mentored a team of agents

Health

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| Smoker | No |
| Epileptic | No |
| Diabetic | No |
| Colour blind | No |
| Dyslexic | No |
| Vegetarian | No |
| Have you had a medical exam within the last 6 months? | Yes |
| Allergies | No |

Additional information

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| Key skills | Understanding and experience with many age groups. Behavior management techniques. Ability to adapt to all kind of situations quickly. Ability to work under pressure or stressful conditions. Ability to work using your own initiative, taking on extra responsibility. Excellent communication and people skills at all levels. Language teaching experience. Adult teaching. Newborn experience. Toddler experience. High profile family experience |
| English | Fluent |
| Russian | Native |
| French | Beginner |
| ID | 22044 |

Excellent references available on request