

Elena

Personal Assistant fluent in English

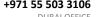
- native Russian speaker
- French residency holder













	Modern
Areas of interests	 Architecture Art Films Healthy lifestyle Learning about cultures Literature Nutrition Psychology Self-development
Ahout myself	A quick learner, who's always ready to take innitiative

About myself

A quick learner, who's always ready to take innitiative.

Dear family,

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.

During my time as a theatre professional, I learned how to manage timesensitive 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.

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.

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.

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.

Warmest regards, Elena



+971 55 503 3106 / +44 20 3514 9699 / +7 (495) 543-76-55 DUBAI OFFICE / MOSCOW OFFICE



Education	
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		
My role includes	 Create and administer content on social media platforms Monitor metrics Oversee creative design Curate content calendars across all social media platforms 	
September 2020 - October 2021		
Personal shopping assistant, Paris		

My role includes October 2018 - November 2019

GuestReady

AirBnB Meet and Greeter, Paris

My role includes	 Was responsible for meeting guests and making sure they were satisfied wit the offered services 	:h
	 Dealt with complaints and resolved issues 	
	 Was responsible for evaluating accommodation 	

Delivered requested goods of luxury brands

August 2016 - August 2018

Theatre 19.11

Assistant Director, Russian Federation, Saint Petershurg

Assistant Director, Russian Federation, Saint Petersburg	
My role includes	 Lead pre-rehearsal research Overlooked script editing and development Organized production meetings Scheduled rehearsal calls Ran additional rehearsals
June 2016 - August 2018	

Kundalini Yoga Academy

Sales and Marketing Manager, Russian Federation, Saint Petersburg

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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 stuff and oversaw stuff 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

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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





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Recruited, coached, and mentored a team of agents

Health	
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

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Additional information	
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