

Anton B. Lebedev Email: lebedev_anton@mail.ru Website: proflebedev.ru	<b>TARGET POSITION:</b> Personal Assistant
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### Assets

- Experience in assistance to superiors, including confidential errands.
- Broadminded and dedicated to diplomatically handling sensitive issues.
- Translations, planning, travel arrangements.
- Highly developed analytic, time management and priority setting skills.
- Recent iOS developer certificates (Swift UI, client-server apps, performance), some PHP.
- Fluent conversation in English & Russian; some German and Japanese.
- Extensive business experience in Russia.
- Multiple business and personal visits to the U.S.
- Successfully passed the United Nations Administrative Support Assessment Test in the New York City.

### Experience

#### Since 2012: Chief Financial Officer

The owners of the company have placed me into this position in order to control the cash flows and ensure that their orders are duly carried out. For these purposes I have created the internal accounting system for the new project from scratch, incorporating the bonus systems for the sales and production departments. Implemented the evaluation system for the new sales and procurement deals. Prepared and presented business development plans and government partnership projects. Organized paperwork for the main company and subsidiaries (over 500 clients, new and recurring orders). Systematized the business processes in the logistics department (several deliveries per day). After three management changes adopted all the systems to the new requirements and ERP systems. Prepare and present monthly and yearly reports for the board of investors. Oversee HR paperwork, hire new personnel. Still secure time to run all sorts of errands for the company's owners (tickets, routes, confidential matters). Organized the move to the new, convenient office, saving over 15% rental costs monthly.

#### Since 2005: Lecturer/Associate professor

As a promising post-graduate student, I have been invited to work for my Alma Mater. I give Power-Point-based lectures and seminars in International Business, Economics, Micro, Macro, Advanced Macro, municipal economy, Economics and policies of the Public Sector. My personal favorite is the simulation Presidential games, which my students also enjoy. I supervise the degree works of the Russian and foreign (Chinese, Georgian) students, published academic essays and a small textbook. Following a faculty development program, I have refreshed my programming skills, and established a personal website with lecture give-outs, score tables, announcements and video files. As a youngest member of the chair with the excellent command of English and Power Point, I often provided assistance to superiors, including Power Point presentations, translations, travel arrangements and administrative tasks. My being adept at engaging the audience in the subject matter was noticed by superiors, resulting in my consequent promotion to Junior Lecturer, Senior Lecturer and Associate Professor positions. In 2010 I was awarded the 2nd prize in Open PowerPoint competition held by the faculty; on the basis of my earlier works I was selected to produce the advertisements for the University's Bachelor and Master programs.