

Anton B. Lebedev Email: lebedev_anton@mail.ru Website: proflebedev.ru	TARGET POSITION: Personal Assistant
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Assets

- Experience in assistance to superiors, including real estate management, translations, planning, travel arrangements, administrative tasks, confidential errands.
- Degree in Economics (R&D management) ~Ph.D. equivalent
- Highly developed analytic, time management and priority setting skills.
- Excellent Excel, PowerPoint and MSOffice skills, experience with ERP systems, some PHP.
- Fluent conversation in English; some German and Japanese
- Ability to learn and acquire new skills necessary for the challenging tasks.
- Extensive business experience in Russian environment.
- Multiple business and personal visits to the U.S., the U.K., France, The Netherlands, Finland, Sweden, Slovakia and Germany.
- Broadminded and dedicated to diplomatically handling sensitive issues.

Experience

Since April 2012: CFO for Limpek Group

The owners of the company have inserted 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, subsidiaries and affiliated companies. After the CEO change adopted all the systems to the new requirements and implemented an ERP system within 2 months. Prepare and present weekly, monthly and yearly reports for the owners. Oversee HR paperwork, hire new personnel. Run all sorts of errands for the company's owners (real estate, rent, tickets, routes, confidential matters).

2005-2011: Associate professor for the St.Petersburg State University

As a promising post-graduate student, I have been invited to work for my Alma Mater. I gave Power-Point-based lectures and seminars in Economics, Macro, Advanced Macro, municipal economy, Economics and policies of the Public Sector. My personal favorite were the simulation Presidential games, which my students also enjoyed. As a member of the chair, I also supervised 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 finally 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 was awarded 2nd prize in Open PowerPoint competition held by the faculty; on the basis of my earlier works was selected to produce the advertisements for the University's Bachelor and Master programs.