

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 confidential errands.
- Broadminded and dedicated to diplomatically handling sensitive issues.
- Translations, planning, travel arrangements.
- Highly developed analytic skills.
- Excellent PowerPoint skills, experience with ERP systems, some PHP.
- Fluent conversation in English and Russian; some German and Japanese
- Extensive business experience in Russia.
- Multiple business and personal visits to the U.S.

Since April 2012: Chief Financial Officer

I run all sorts of business and personal errands and matters for my owners for many years. Currently my most important duty is to control and steer in our best interests all the financial flows of the Group, reporting weekly, monthly and yearly. Our three business areas are as follows: processing plants, sales department and a number of real estate properties. Controlling these diverse areas required an internal accounting/paperwork system to be created, complete with the bonus system for the sales and the evaluation system for the new deals. Everything had to be modified twice in order to serve best the needs of the each new CEO appointed by the owners. An accounting body of several persons had to be arranged to ensure all the Russian tax formalities. My duties also include HR paperwork for our foreign and Russian specialists (visas, work permits, work contracts, job ads, interviews) and real estate paperwork for our properties (agreements, notary attestations, meter readings). As we are both a landlord to our tenants, and a tenant to our landlord, it is necessary to ensure both the monthly inflows from our properties, and timely payments for our rented offices, production spaces and warehouses. Power Point development plans, credit applications (equipment), timely leasing payments and paperwork (trucks, loaders, luxury vehicles) are also a part of my regular routine.

2005-2011: Associate professor

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 Bachelor and Master programs.