Сміт Анна

ADMINISTRATOR, 14 000 ГРН.

28 вересня 2021 Місто: Житомир

Вік: 43 роки
Режим роботи: повний робочий день, віддалена робота
Категорії: Наука, освіта, переклади, Офісний персонал, Робота за кордоном

✔ Перебуваю в шлюбі ✔ Є діти

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Опис

Smit Anna

Personal details

Date of birth: 19-12-1982

Nationality: Ukraine

Married

Children: Smit Lea– 11 years old, Smit Mila – 8 years old

Address: 103, Shevchenko Street, Zhytomyr, Ukraine

Driving license category “B”

Fluent (writing, reading, and speaking) in Ukrainian, Russian and English languages

I am an honest, hardworking individual, with a creative and pro-active approach towards every position and role I take on. I enjoy responsibility and can perform excellent as part of a team and on my own. Accurate, reliable, diligent, and focused on timely, quality work. Work well under pressure and time constraints within a high-volume environment.

Education

2019 – Ph.D. degree in Psychology

2009 – Doctor of veterinary science degree majoring in Pathology, Oncology, and Morphology of Animals

2005– Master Degree in Veterinarian Medicine specialized in Veterinary Sanitary Examination

Courses

1. Advanced facial treatments specialist, South Africa

2. Regim-A facial therapist, South Africa

3. Lvl eye-lushes treatment specialist, South Africa

Professional Experience:

2020 till present – ESL recruiter in American company “Teachers International” and ESL teacher in private school “Vsesvit”, Zhytomyr, Ukraine.

2019-2020 – sales consultant at «The Local Choice Melrow» pharmacy, Ermelo, South Africa www.facebook.com/LocalChoiceMelrow

2017-2019 – admin at «Mileatrading LTD», Witbank, South Africa

2016 p – facial therapist at Isle Beauty and Wellness Salon, Middelburg, South Africa, www.facebook.com/Isle-Beauty-and-Wellness-Salon-1239730429415437

2010-2016 – lecturer at the department of Anatomy and Histology, Faculty of Veterinary medicine, National Agro-Ecological University, Zhytomyr, Ukraine

SKILLS

Microsoft Office, Excel, PowerPoint, Word, etc. Excellent and intuitive IT skills.

Communication & Organisational Skills.

HOBBIES

Sport, gardening, traveling