

ЛИЧНЫЙ АССИСТЕНТ, 12 000 ГРН.

🔄 22 січня
2017

📍 Місто: [Київ](#)

Вік: 40 років

Режим роботи: повний робочий день

Категорії: Керівництво

Додаткова інформація

Особисті якості, хобі, захоплення, навички: Responsibilities: unit management, control of projects` and orders` fulfillment. Regular reporting to TOP – management. Development of normative documentation. Providing of deferent international specialized conferences in field of construction in the position of Secretary of the conference. Oral and mail communication with conference participants. Arrangement and coordination of business meetings, synchronous and consecutive translation at the meetings, translation of technical documentation in the field of construction, preparation of reports, interpreter duties, educational team-building activities. 05.2005 – 10.2005 Port Royal Hotel (Taxes, USA) Position: consultant on the reception desk; Responsibilities: guest support in all questions. 10.2005 till now LLC „V. Shimanovsky Ukrainian Institute of Steel Constructions”. Position: Team leader of the Scientific Research Department of Technical Development.2001– 2006 National Aviation University Specialty: civil engineer (education in English) Qualification: Master 2004– 2006 National Aviation University Specialty: manager of foreign trade activities (second education) Qualification: Specialist2006– 2009 postgraduate study in V. Shimanovsky Ukrainian Institute of Steel Constructions Thesis title: Durability and rational parameters of bearings elements of increased rigidity suspension systems Qualification: candidate of technical science (construction)