

Сміт Анна

ADMINISTRATOR, 14 000 ГРН.

⌚ 28 сентября
2021

📍 Город: [Житомир](#)

Возраст: 43 года

Режим работы: полный рабочий день, удаленная работа

Категории: Наука, образование, переводы, Офисный персонал, Работа за рубежом

Состою в браке Есть дети

[Войдите](#) или [зарегистрируйтесь](#) на сайте как работодатель, чтобы видеть контактную информацию.

Описание

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-lashes 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