



Cherepanova Anna

Female

+7 (916) 6314524 — preferred means of communication
6314524@gmail.com

Reside in: Moscow

Citizenship: Russia, work permit at: Russia

Ready to relocate, ready for business trips

Desired position and salary

Business assistant

Administrative Personnel

- Personal Assistant

Employment: full time

Work schedule: full day

Desired travel time to work: any

Work experience — 15 years 1 month

March 2019 — till
now
2 years 7 months

BENSIMON

Germany

Content manager

- * Content creation for digital platform.
- * Communication with customers.
- * Editing web pages, and WordPress templates.
- * Updating web-site information.

October 2017 —
March 2019
1 year 6 months

Nailmama

Co-founder

Creating an unique beauty studio format from the idea to implementation summary.

October 2015 —
October 2017
2 years 1 month

Bestspaces

Construction, Real Estate, Architecture

- Architecture, Design

Projects manager

- * Day-to-day project control.
- * Coordination of work of designers, contractors and suppliers involved in the project.
- * Negotiations with clients to establish decor needs.

March 2016 —
October 2016
8 months

RAMBLER & Co

Russia, rambler.ru

Media, Marketing, Advertising, PR, Design, Production

- Publishing

Freelance

- * Content production as author: writing articles - translation, adaptation and editing.

January 2013 —
March 2015
2 years 3 months

CTC MEDIA

Russia

Media, Marketing, Advertising, PR, Design, Production

- TV Show, Film Distribution (Cable TV)
- Production of Multimedia and Content, Editing
- Film Production and Audio Recording Studios

Producer

- * Development, editing, and script layout (TV programs, action documentary, reality shows, sketch show, TV series);
- * Project management and interaction with production companies at all stages;
- * Negotiating the concept, budget, creative part, and policy of the company;
- * Interaction with script writers to control accordance with the approved ideas, writing and producing content for various TV shows;
- * Participation in shooting, postproduction and montage;
- * Search of new ideas and topics for future programs, creating stories, writing scripts, and editing for production.

April 2012 —
January 2013
10 months

CTC MEDIA

Editor

- * Content search for programming department;
- * Control of TV content quality and creativity, alignment with editorial policy and conception;
- * Writing edits and comments. Point of contact for editorial and technical control departments.

June 2011 —
January 2013
1 year 8 months

CTC Media

Moscow, www.ctcmedia.ru

Media, Marketing, Advertising, PR, Design, Production

- Production of Multimedia and Content, Editing
- Television and Radio Broadcasting

Business Assistant to General Manager

- * Full scope of administrative support to GM;
- * Managing GM's calendar and monitoring business correspondence;
- * Participation in TV channel rebranding, providing admin support to project team: control of timing and task execution, managing status meetings, taking minutes, travel arrangements & visa support;
- * Contracts drafting;
- * Assistance with presentations prep;
- * Arranging corporate events, team buildings, and conferences.

January 2010 —
March 2011
1 year 3 months

FOREVER YOUNG

Event manager, photographer

- * Support with planning and preparation of various events;
- * Development of the event concept, scripts & speech writing;
- * Photo shooting;
- * Client database update.

May 2009 —
November 2009
7 months

CTB FILM COMPANY

Media, Marketing, Advertising, PR, Design, Production

- Film Production and Audio Recording Studios

Assistant to Film Director

Organization of shooting process and coordination of the project; work with script, providing mounting cards, fixation of the useful footage; administrative support.

February 2009 —
May 2009
4 months

MAZAY COMMUNICATIONS LTD

Press secretary

Sustain the positive image of the music group by media monitoring; writing press releases; interaction with journalists and music editors, writing texts for web site (incl. interviews, photo editing, fan clubs feedback, etc.); maintaining journalists database; new songs promotion on Russian radio stations; interaction with sponsors; event arrangements; work with archives.

May 2008 —
November 2008
7 months

Film Companies (various movie projects, film shooting)

Assistant to Film Director, Operator for video control, Second Director

Control recording on video controller mini-DV; administration and organization of shooting process: work with scripts, writing mounting card, fixation of the useful footage, creation agenda-production.

September 2007 —
February 2008
6 months

FILM AND DISTRIBUTION COMPANY “RUSSIAN CINEMA COUNCIL”

Media, Marketing, Advertising, PR, Design, Production

- Distribution of Multimedia and Printed Material

Assistant to Public Relation Director

Coordination DVD direction, feedback with journalists, writing and delivering press releases, writing synopsis for films. Monthly creation of indoor and outdoor production plans, control all stage or production, making reports to general manager. Providing information for company web site, creation news, texts, update information on stages.

Creation advertisement ideas and promotion. Writing annotations, press-clippings, drafting presentations.

Administration support, monitoring of archive. Creation DVD, film and tv laws catalogs - writing texts.

Organization press-realizes and autographed sessions with famous actors.

June 2005 —
September 2005
4 months

TV CENTER, DEPARTMENT OF MORNING CHANNEL “MOOD”

Reporter and Editor

Shooting and mounting; editing; search of topics for reports.

April 2004 — April
2005
1 year 1 month

RADIO STATION “MAYAK”

Media, Marketing, Advertising, PR, Design, Production

- Television and Radio Broadcasting

Reporter and Editor

Writing, editing, record and mounting of reports; search for topics and development of concept.

February 2002 —
September 2002
8 months

TV COMPANY “EGOR T”

Moscow Oblast

Media, Marketing, Advertising, PR, Design, Production

- TV Show, Film Distribution (Cable TV)

Reporter and Editor

Shooting and mounting; editing; search of topics for reports.

Education

Higher

2013

Denis’ School

Business English

2007

University of Russian Academy of Education

Journalistic and Philology Department, Journalism

2007

University of Russian Academy of Education

Journalistic and Philology Department, Journalism

Key skills

Languages

Russian — Native

English — C2 — Proficiency

Further information

About me

Well experienced in media business: TV and Film production. Highly creative, well organized multitasking person with the ability to achieve results within a high-pressured working environment, looking for a new challenge in my career.

History

Responses

Personal Assistant to CEO (expat)

20 September 2021

Personal assistant

18 December 2019