



ANNA GONCHAROVA

PROJECT
COORDINATOR

PROFILE

I am a self-motivated professional with a "can do" attitude! I have maintained, developed and extended client relationships. I enjoy getting a deep understanding of the client's business as well as establishing opportunities for further growth.

CONTACT

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EXPERIENCE

STUDIO PROJECT COORDINATOR

2018

Liaison Creative + Marketing | July 2018 - Present

Currently I manage relationships with vendors, and client. Provide and process contracts, purchase orders and invoices in coordination with various departments. I'm reliable, focused, and detail oriented. I work closely with both internal and external teams. Whether it's coordinating travel logistics for an offsite video team or tracking down demo products for a trade show, I'm fully committed to deliver to client needs and expectations.

ADMINISTRATIVE ASSISTANT

2015

Liaison Creative + Marketing | July 2015 - July 2018

Provided a broad variety of administrative support for the entire Liaison HQ team. Proactively established high levels of organization and communication clarity in order to increase executive bandwidth and reduce distractions. Worked independently and maintained a high level of professionalism and confidentiality.

PRODUCT LEADER

2013

INDITEX | July 2013 - Dec 2014

Observed all the latest fashion trends and spread the interest to coworkers. Collaborated with the management as well as the visual coordinator. Developed team members to uphold company standards and provided quality control and other product information to the management when requested.



EDUCATION

ASSOCIATE IN MARKETING

Austin Community College | Diploma 2014

FULL STACK JAVA SCRIPT DEVELOPER

Austin Coding Academy | March 2019 - present



SKILLS

Communication



Procurement/Purchasing



Production Accounting



Budget Tracking



Adaptation



Travel Coordination



Project Management



Adobe Suites



Creative Problem Solving



Account Servicing

