

# OLGA VORSINA

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346-606-8530

I'm easy going with a professional attitude, willing to learn and take initiative. I work well with or without supervision, effective alone or in a team. I enjoy achieving my goals and seeing the results of my efforts.

## SKILLS

- Microsoft Office (7 years)
- Adobe Photoshop (4 years)
- Adobe Lightroom (1 year)
- Customer Service (5 years)
- Retail Sales (1 year)
- Social Media Marketing (1)
- Russian (bilingual)
- English (fluent)
- Chinese (intermediate speaking)

## WORK EXPERIENCE

### Promotions Coordinator (2016-2019)

Ling Ju Li Education Technology - Beijing, China

- Helped expand company customer base by organizing and conducting monthly promotional events
- Designed and presented live online lesson demonstrations for investors, school principals, parents, teachers, and students.
- Assisted in routine tasks such as managing social media, proofreading, and editing promotional articles.

### Language Tutor (2015-2016)

ESL training center – Beijing, China

- Supervised and trained teachers' assistants in classroom control and lesson planning
- Cooperated with the curriculum design team to create effective lesson plans
- Coordinated and participated in promotional campaigns
- Helped maintain a loyal client base by communicating with customers and addressing their concerns in a professional manner

### Social Media Coordinator (2014-2015)

New York Jet Club - Los Angeles, CA

- Created various logo designs for print and web
- Managed company's Instagram page
- Edited photos using Lightroom and Photoshop
- Cooperated with the company's marketing managers to create perfect SMM strategy

## EDUCATION

### Bachelor's in Economics

Baikal state University of economics and law

September 2007 to August 2012

## REFERENCES

Available upon request