

## OBJECTIVES

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- Work in IT-industry
- Working toward the position of PM

## SUMMARY

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- 7 years of working experience
- Three years of experience in the engineering multicultural environment
- Administering and managing Human Resources department in an engineering company
- Coordinating different personality types to achieve optimal results while working in a fast-paced environment
- Excellent communication skills, ability to work well in team

## EDUCATION

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*Web Application Programming Technology* May 2016  
*Associate in Applied Science*  
Cascadia College

*Master in Linguistics Science* May 2006  
Lomonosov Moscow State University (MSU)

## SKILLS

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HTML	Adobe Photoshop	Adobe Illustrator	C#
CSS	MS Access	SQL	Bootstrap
Visio	JavaScript	Java	

Advanced in Russian, English, Serbian languages

Pre-Intermediate in Spanish and Swedish languages

## RELEVANT PROJECTS

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**Student project at Cascadia College** Fall 2014

- Develop website for the non-profit organization

## EXPERIENCE

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**SNC-Lavalin UK Ltd.** 2011 - 2014  
*Human Resources Manager*

- Manage the Human Resources Department - Moscow branch office;
- Maintain recruitment process;
- Maintain documentation for new employees; Execute and secure HR records
- Prepare and track employee timesheets of employees;
- Develop new policies for the Human Resources Department.
- Execute payroll process;
- Serve as Liaison with the Russian Labor and Migration Authorities
- Recruiting Work with recruiting agencies (preparation of job descriptions; reviewing of CVs; candidates selection; interview scheduling);
- Maintain documentation covering newcomer employees (employment contracts and job descriptions for new employees; preparation of the documents for new comers: requests for initiation of IT form, internal documents; completing of internal personal information forms; preparing staff requisition forms);
- Execution and safekeeping of HR records (corporate instructions and procedures; amendments to labour contracts; personal information changes);

- Preparation and execution of the Moscow employees' vacation schedules (monitoring vacation balance, completing of vacation documents);
- Maintain all documentation covering business trips of the Russian personnel and expats;
- Execution of medical insurance for Russian employees;
- Preparing and keeping timesheets of all Russian and expatriate employees of the MOBO;
- Documents legalization of foreign specialists (HQS);
- Visa support to Moscow office employees;
- Preparing references about salary and position for employees by their requests.

## **Neska Co.**

2007-2011

*Personal Assistant of General Manager / HR specialist*

- Administrative assistance of General Manager;
- Internal workflow management;
- Hotel and ticket reservation;
- Arrangement of business meetings and phone calls;
- Oral and written translation (Swedish, English);
- Maintain documentation for new employees;
- Execute and secure HR records;
- Prepare and track employee timesheets of employees;
- Execute payroll process.

2006

## **Tourist company Insight-lingua**

*Personal assistant of the manager of educational programs in Central St. Martin's College and Australia and New Zealand universities*

- Liaison with the Russian customers of the company;
- Liaison with foreign partners (incoming and outgoing correspondence);
- Translation and editing of documents;
- Drafting and preparing of reference letters;
- Arrangement of the interviews with Central St. Martin's College representatives in Moscow (planning and coordination);
- Control of the documents flow.

2005

## **National Serbian exhibition in Moscow**

*Administrative assistant, interpreter*

- Participation in the negotiations as an interpreter;
- Technical support of the exhibition;
- Liaison with representatives of the Serbian and Russian companies.