

Elena Demidionok

Greenwood Village, CO

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(605) 545-5990

- * Experience in the financial sector, financial statement analysis, insolvency and liquidity analysis
- * Experience in developing business projects with focus on the technical and financial aspects
- * Analysis and details of financial documents
- * Analysis of borrower creditworthiness
- * Ability to create appropriate reports based upon analysis results
- * Business trips to clients' work sites and effective collaborating with Engineer, Development, Accountant, and Release Management teams; maintain the productive collaboration after the conclusion of the trip
- * Manage customers' cases by building a constructive and continuous customer relationship
- * Experience in creating Project Plans, Schedule, Resource, and Management Plans
- * Solid analytical judgment, strong organizational skills, close attention to details, fast learning ability, good interpersonal skills, multi-tasking
- * Strong working knowledge of MS Office: Excel, PowerPoint, Word, Outlook; Photoshop; Autodesk Sketchbook and other collaboration tools
- * Understanding of the financing and credit processes of Russian and Israel banking
- * Fluent in Russian and Hebrew languages

Work Experience

Project Manager Assistant

Hebrew - learning center - Tel Aviv

2013 to 2015

- * Assist the project manager in creating project budgets and modifications as needed
- * Prepare consolidated reports from the data in graphs and tables
- * Assist in creating Project and Management plan
- * Maintain manager's schedule and coordinate meetings
- * Handle invoices through use of various software such as MC OFFICE
- * Assist in supporting, organizing, and monitoring a variety of projects
- * Developing designs for marketing materials and campaigns
- * Continuously analyze student's perception of material and adjust if needed

Financial Analyst

Agrotech - Moscow, RU

2010 to 2013

Russia)

- * Gather information from many relevant sources regarding projects
- * Check and analyze cattle and wheat markets to improve business and profits
- * Analyze financial information and create understandable business proposal for bank with a purpose of obtaining funding for projects (the estimated cost of the largest project is \$10,5 million)
- * Worked closely with financial organizations
- * Prepare consolidated reports from the data in graphs and tables

Credit Analyst

Extrabank - Moscow, RU

2006 to 2010

Russia)

- * Assist in interviewing applicant and gather required documentation and information
- * Analyze credit worthiness of applicants
- * Preparing and presentation written reports of analysis for credit officers
- * Review pertinent credit and financial information
- * Input and maintain financial data on PC-based software
- * Perform monthly data analysis and create respective reports

First line debt collector

Viza Cal - Non-bank financial institution - Tel Aviv, IL

2004 to 2006

Israel)

- * Initiate communication with client regarding debt collection process
- * Maintain a constructive and continuous customer relationship
- * Manage customers' cases through resolution
- * Provide exceptional customer care

Education

Bachelor of Economics and Finance in Economics and Finance

Moscow State University of economic

April 2013

Industrial Engineering Management

Engineering school of Tel Aviv University

April 2006