

Anna Williams (Malykh)

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Experience:	<p><i>Project Management Intern, Nasdaq Entrepreneurial Center, Internmatch Program, March – May, 2021</i></p> <ul style="list-style-type: none"><li>- Investigated the software which is used by the company, with a primary focus on project management and team tracking ability</li><li>- Organized meetings and met with each team member to get an understanding of the software which they used</li><li>- Presented research to team and gave two recommendations: 1) Ways to improve the usage of project management tools already in use at the company, by adding a central dashboard and using integrations to connect with Slack, or 2) to moving the company to alternate, more powerful, software that had the features that the team needed – while still coming in at a competitive cost</li></ul>
	<p><i>Lawyer, SanGik LLC, Russia, March 2018 – February 2020</i> <i>Lawyer, Barkhan LLC, Russia, February 2016 – October 2017</i> <i>Lawyer, Storing Group (Development, Construction), Russia, March 2014 – March 2016</i> <i>Lawyer, INTELLECT Law Firm, Russia, March 2012 – February 2014.</i></p> <ul style="list-style-type: none"><li>- Drafted commercial contracts</li><li>- Analyzed counterparties' contracts and performed negotiation to resolve disputes</li><li>- Managed legal cases from start to finish</li><li>- Represented company in courts and public authorities</li><li>- Managed legal support of the business.</li></ul>
Education:	<p><i>The Project Management Certification Program</i> San Diego College of Continuing Education, San Diego, CA, January 2021 – June 2021 Project Planning, Budgeting, WBS, Critical Path, Task Dependencies, Gantt Chart, Earned Value, PM Methodologies, PM Software, Status Report, Project Closure.</p>
	<p><i>Data Management with Python</i> San Diego College of Continuing Education, San Diego, CA, January 2021 – April 2021</p>
	<p><i>The Programming with Python certificate</i> San Diego College of Continuing Education, San Diego, CA, September 2020 – December 2020</p>
	<p><i>Master's Degree in Law</i> Ural State Law University, Russia 2011 - 2013</p>
	<p><i>Bachelor's Degree in Law</i> South Ural State University, Russia 2005 - 2010</p>

Skills:	<ul style="list-style-type: none"><li>- Python, SQL, ProjectLibre, Outlook, Slack, Trello, ClickUp, Notion, Zoom.</li><li>- Critical Thinking, Organization, Self-motivated, Problem Solving, Communication Skills, Collaboration, Multitasking</li><li>- Bilingual (English, Russian)</li></ul>
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