

# OLGA RZAEVA

Currently seeking an entry level or internship position in Web Development. Punctual, highly organized, attend to detail person. Familiar with theory and practice of Responsive Web Design. YWeb Career Academy Certificate in Web Development.

## CONTACT

(608) 556 8417

osrzaeva@gmail.com

Fitchburg, WI 53711

linkedin.com/in/olga-rzaeva

## EDUCATION

Jun. 2001

**Master's in Economics**

Vologda State Technical University

Vologda, Russia

Dec.2022

**Web Design Course Certificate -**

YWeb Career Academy Program,

Madison, WI

## KEY SKILLS

- HTML/CSS/JS
- Responsive Web Design Practice
- MS Office
- Excellent decision making and problem solving abilities
- Good time management
- Strong analytical skills

## LANGUAGES

- Russian - native
- English - professional

## PROFESSIONAL EXPERIENCE

**Chief Accountant (co-owner)**

Debet-Credit LLC - Vologda, Russia

Jan.2012 – Mar.2022

- Ten years experience in running own business in consulting, tax, budgeting, and accounting support.
- Helped for customers to navigate interactions with tax authorities and legal concerns related to financial matters.
- Set up and improved accounting systems and processes to meet businesses needs and maximize effectiveness.
- Trained more than 20 new employees in accounting principles and company procedures.

**Chief Accountant's Assistant**

Megapolis JS Trade Company Branch - Vologda, Russia

Jul.2007 – Dec.2011

- Prepared monthly and annually financial statements accurately, completed daily tasks such as tracking funds, prepared deposits, and reconciled accounts.

## CERTIFICATES

**IT Tech/ Web Design Certificate**

YWeb Career Academy Program - Madison, WI - Dec.2022

**Responsive Web Design Certificate**

FreeCodeCamp.org - Nov.2022

## PROJECTS

**Mad Area Driving School**

Renewing the site - <https://www.madareadriving.com>

Created new responsive business site for driving school in Madison, WI