***Larisa Sviridiuk***

503-349-3830• *larinya20@yahoo.com*

*A professional bilingual, efficient and solid performer with an attention to detail. Has the ability to use resources and think outside the box to resolve complex matters. Excellent interpersonal and communication skills.*

***Summary of Qualifications:***

Over 7 years of solid experience in administration and office assistance. Experienced in working in a demanding, challenging environments, using acquired skills and proficiency:

* Ability to work independently or with others
* Bilingual – English/Russian
* Professional, detail oriented and possesses impeccable organizational skills

***Professional Experience:***

**Dispatcher/Office Assistant**  **Portland, OR 2010 – present**

***Motion Auto Carriers LLC***

* Filed claims.
* Dispatching and billing.
* Handled incoming and outgoing calls with brokers and customers.
* Negotiated load prices with brokers to maximize profits.
* Carried out necessary office duties such as; creating memos, filing, and receiving/sending invoices.

**Office Assistant**

***Elegant Floors Inc.*  Portland, OR 2001 – 2009**

* Provide complete office support including; answering phones, directing incoming calls, taking messages, filing, photocopying, typing and faxing.
* Bookkeeping, accounts payable and receivable
* Manage the collection processes including wire transaction, incoming and outgoing mail.
* Manage the purchasing process for supplies and office equipment.
* Schedule client appointments and maintain confidential client files.

***Education***

**High School Diploma Seattle, WA 2003**

**Acadamy Northwest**

***Computer and Office Skills:***

* Windows Microsoft Office, including MS Word, Power Point, Outlook and Information Database Maintenance.
* Exceptional organizational skills with attention to detail
* Excellent oral and written communication skills (Bilingual Russian/English)
* Ability implement and adhere to change

***Professional References Available Upon Request***