

ANNA GOETZ



CONTACT

- Snoveien 10, 1363 Høvik
- +47 912 66 500
- anna.gtz087@outlook.com
- <https://www.linkedin.com/in/anna-goetz-29294b199>
- https://annagtz2022.github.io/portfolio_aap/

PERSONAL DETAILS

Date of birth: 01.06.1987

Marital status: Married

EDUCATION

Master's in Economics of Enterprise, 2015

Odessa National Polytechnic University, Ukraine

SKILLS

- Proficient in Excel, Word, PowerPoint
- Familiar with SQL, Power BI, and Python
- Excellent analytical and problem-solving skills
- Strong attention to detail and accuracy
- Ability to work independently and as part of a team
- Excellent communication and interpersonal skills

LANGUAGES

English	fluent
Norwegian	beginner
Ukrainian	native
Russian	native

HOBBIES



Commercial Analyst – Lysaker

ABOUT ME

I am an experienced and results-driven professional with expertise in finance, management, and administrative support. My ability to learn quickly and navigate high-pressure environments has helped me consistently exceed targets, resulting in promotions and increased responsibilities throughout my career. I possess exceptional communication skills and have honed my ability to build trusted relationships with people from various backgrounds.

EXPERIENCE

Embassy of Ukraine in the Kingdom of Norway | 2022–2023

Office manager, Volunteer

I prepared shipping documents, tracked aid donations and shipments in spreadsheets, and calculated the value of humanitarian aid. Collaborating with cross-functional teams, I ensured efficient aid delivery.

Infosystem Center LLC | Odessa, Ukraine | 2019

Information and communication network operator

I consistently delivered exceptional customer support by promptly answering inquiries, addressing complaints, resolving issues, and providing technical assistance for current and previous software releases. Additionally, I maintained compliance with established policies and procedures, coordinating with law enforcement agencies when necessary.

PLASKE PJSC (cargo & freight company) | Odessa, Ukraine | 2015–2018

Accountant

I effectively managed payment accounts, ensuring accurate financial balance between systems and collaborating with cross-functional teams to ensure timely data delivery. Through conducting research and analyzing data on office expenses, I identified cost-saving opportunities and presented my findings to senior management, providing valuable insights for informed decision-making. Furthermore, I conducted inventory audits to maintain accurate stock records and support efficient inventory management.

Consumer Center LLC (loan center) | Odessa, Ukraine | 2014–2015

Department manager

Managing customer accounts, and training and supervising new employees have helped me consistently exceed sales revenue targets. In addition, I have successfully maintained office policies and procedures, ensuring smooth and efficient office operations. Moreover, I have maintained accurate records of all funds and have been primarily responsible for their collection.

Delta Bank JSC | Yalta, Crimea, Ukraine | 2011–2014

Account manager

I efficiently manage clients' accounts, providing them with financial advice and effective solutions, while also processing transactions with utmost accuracy. I have consistently demonstrated a strong ability to build and foster enduring client relationships, leading to their continued loyalty and satisfaction. These relationships have played a crucial role in consistently surpassing sales revenue targets, and have resulted in my achievement of being one of the top three performers in the competition among bank branches for the issuance of a specific banking product.