

ANNA GOETZ



Interpreter

28 May 2023

CONTACT

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 https://annagtz2022.github.io/portfolio_fors/

PERSONAL DETAILS

Date of birth

01.06.1987

Marital status

Married

REFERENCES

Available upon request

You can find some of my projects in portfolio

https://annagtz2022.github.io/portfolio_fors/



Dear Hiring Manager,

I came across a job offer in a Facebook ad for the Interpreter position and I am enthusiastic about the opportunity to contribute my skills and experience to the role. I attended the meeting on March 23rd at 16:00 at Drammensveien 177, Oslo, but due to family circumstances, I was unable to submit my application at that time.

I have extensive experience in administrative and management support, customer service, and finance. With a meticulous attention to detail, excellent communication skills, and a strong ability to adapt and learn quickly, I have consistently thrived in demanding and fast-paced environments, even in challenging circumstances. I would be happy to provide further details about my career decisions during a personal interview, if desired.

In addition to my professional experience, I have lived in Ukraine and Austria before moving to Norway in January 2022. This international exposure has enabled me to develop excellent communication skills and the ability to effectively collaborate with individuals from diverse backgrounds. I thrive on building trusted relationships and fostering positive connections with colleagues and stakeholders.

While my professional experience in Norway may be limited, I have gained valuable experience through volunteer work at the Embassy of Ukraine in the Kingdom of Norway and assisting in translating from English to Ukrainian for the Historical Museum. These experiences have further honed my language skills and cultivated a meticulous attention to detail.

As a current holder of a residence card in Norway, I am genuinely enthusiastic about the opportunity to join the Norwegian Armed Forces team and contribute to its success.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further with you.

Sincerely,

Anna Goetz

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EDUCATION

Master's in Economics of Enterprise, 2015

Odessa National Polytechnic University, Ukraine

Bachelor's in Metallurgy, 2012

National Metallurgical Academy of Ukraine

SKILLS

- Proficient in Excel, PowerPoint
- Familiar with SAP, 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



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 provided technical support to users for current and past software releases, registered and followed up on incidents, and coordinated with law enforcement agencies in accordance with established policies and procedures.

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

Accountant

I managed office supplies and equipment inventory, processed purchase orders and invoices, and audited inventory. I also conducted research and collected data on office expenses to identify cost-saving opportunities. Additionally, I accurately recorded and oversaw financial transaction, collaborating with cross-functional teams for timely data delivery. I effectively managed payment accounts and maintaining financial balance between systems.

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 | 2012-2014

Account manager

I have consistently demonstrated the ability to build and foster lasting client relationships. By efficiently managing their accounts, providing financial advice and solutions, and processing transactions, I have consistently exceeded sales revenue targets. With a keen attention to detail and quick-learning abilities, I have excelled in navigating high-pressure and dynamic environments, even in challenging circumstances.