

ANNA GOETZ



Portfolio Officer

CONTACT

- Snoveien 10, 1363 Høvik
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- https://annagtz2022.github.io/portfolio_aof/

EDUCATION

Master's in Economics of Enterprise, 2015

Odessa National Polytechnic University, Ukraine

Bachelor's in Metallurgy, 2012

National Metallurgical Academy of Ukraine

SKILLS

- Advanced in Excel
- 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



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 | 2011-2014

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.

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30 May 2023

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PERSONAL DETAILS

Date of birth

01.06.1987

Marital status

Married

REFERENCES

Available upon request

Please feel free to browse my portfolio.

https://annagtz2022.github.io/portfolio_pm/



Dear Hiring Manager,

I am thrilled to apply for the Portfolio Officer position at CEPI. With several years of experience in finance, management, and administrative support, as well as a background in economics, I have developed a unique skill set and gained expertise in conducting research, collecting, analyzing, and visualization data, and presenting accurate and concise findings to stakeholders.

I possess advanced knowledge of Excel and am currently expanding my skill set in Power BI, SQL, and Python. I am committed to staying up-to-date with the latest developments in this rapidly evolving field. These experiences, coupled with strong communication abilities, a proactive and can-do attitude, adaptability, genuine eagerness to learn, and a positive mindset, make me an excellent fit for your team.

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 a deep appreciation for different cultures and perspectives 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.

Thank you for considering my application. While I may not have direct experience in this particular role, my varied work history has taught me the importance of adaptability and learning quickly on the job. I have consistently demonstrated a dedication to continuous learning and acquiring proficiency in various areas. With my strong passion for learning, effective communication skills, and aptitude for understanding and connecting with individuals from diverse cultures, I firmly believe that I would bring valuable assets to your team. I would be delighted to further discuss my qualifications with you.

Sincerely,

Anna Goetz