

ANNA GOETZ



CONTACT

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- https://annagtz2022.github.io/portfolio_se/

EDUCATION

Master in Economics of enterprise, 2015

Odessa National Polytechnic University, Ukraine

Bachelor in Metallurgy, 2012

National Metallurgical Academy of Ukraine

SKILLS

- Advanced in Excel (incl. Power Pivot), HTML, CSS
- 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
Ukrainian	native
Russian	native

HOBBIES



ABOUT ME

I am a versatile professional with a diverse skill set and extensive experience in various areas, including financial product sales, office administration, department management, and accounting. My proactiveness, 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

Logistics Coordinator, Volunteer

I prepared shipping documents, tracked aid donations and shipments in spreadsheets, and calculated the value of humanitarian aid.

Infosystem Center LLC | Odessa, Ukraine | 2019

Information and communication network operator

I assisted users with software functionality and effectively addressed claims between clients and drivers, providing comprehensive support and resolving any issues that arose.

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

Accountant

I accurately recorded and oversaw financial transactions, collaborating with cross-functional teams to ensure the timely and accurate delivery of relevant data for daily operational evaluations. Additionally, I effectively managed payment accounts and maintained financial balance between systems. Furthermore, I conducted inventory audits to maintain accurate stock records and support efficient inventory management.

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

Office Support Specialist

I was responsible for end-to-end order handling, support process optimization, handling service contracts (including supplier evaluation and selection), office supply management, invoice processing, equipment inventory oversight, and budget planning. I identified cost-saving opportunities and improved process efficiency. Additionally, I maintained open lines of communication with vendors and stakeholders to ensure smooth operations, promptly addressing concerns and resolving issues.

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

Department manager

Managing customer accounts, and training and supervising new employees to provide high-quality service have helped me consistently exceed sales revenue targets. Additionally, I maintained office policies and procedures, managed equipment inventory, and ensured efficient office operations. I also maintained accurate records of all funds and was 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 among bank branches.

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30 June 2023

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PERSONAL DETAILS

Nationality

Ukrainian

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_se/



Dear Hiring Manager,

I am absolutely thrilled at the prospect of joining Schneider Electric, as its vision and culture deeply resonate with my own values and aspirations. I possess strong analytical and problem-solving skills, attention to detail, proficient critical thinking skills, adaptability, and can-do attitude to drive the company's success. With my diverse background and genuine passion for technology and data, I am confident in my ability to quickly grasp complex concepts and make valuable contributions to the Schneider Electric team.

Throughout my professional journey, I have gained extensive experience in various roles, including financial product sales, account management, client relationship building, research, data and cost-saving analysis, financial advisory, and operational efficiency. My strong combination of skills, knowledge, enthusiasm and adaptability to dynamic environments, have consistently enabled me to excel under high-pressure situations and to achieve swift promotions. Additionally, my structured and proactive approach and effective time management skills ensure accuracy and efficiency in my work. I actively pursue the expansion of my knowledge in Excel, SQL, Power BI, and Python for data analysis purposes, and am dedicated to continuous learning and staying abreast of the latest advancements in these areas. Moreover, I can provide further details about my career decisions in a personal interview if desired.

Having lived in Ukraine and Austria (2019 - 2021) before relocating to Norway in January 2022, I possess a deep appreciation for diverse cultures and perspectives. This diverse background has equipped me with the ability to effectively communicate with individuals from various backgrounds and establish trusted relationships. In addition to my professional experience, I have volunteered at the Embassy of Ukraine in the Kingdom of Norway, and have assisted in translating from English to Ukrainian for the Historical Museum, honing my language skills and attention to detail.

The prospect of facing challenges, focus on continuous improvement and results, resonates deeply with my professional growth and aligns with my personality. As a holder of a residence card in Norway, with a proactive and positive mindset, coupled with a willing-to-try and can-do attitude, I am eager to bring my skills and enthusiasm to make a meaningful impact within the organization.

Thank you for considering my application. I would welcome the opportunity to discuss my qualifications further with you. If you have any constructive feedback on how I can improve myself or any specific areas I need to focus on to excel at your company, it would be greatly appreciated.

Sincerely,

Anna Goetz