Mikhail Andreev

San Francisco, CA
(415) 425 8578
andreev_mikhail@yahoo.com

RELEVANT SKILLS

- HTML5
- CSS3
- Responsive
- Bootstrap
- jQuery
- JavaScript

OTHER SKILLS

- MS Office (Word, Excel, Outlook, PowerPoint)
- Sublime text
- Operating systems: Windows and Macintosh
- Very detail oriented
- Good understanding of accounting
- Social media platforms knowledge
- Fast learner
- Skilled in exporting and importing data to/from various software applications and data collection
- Great communication skills: in person, via email and phone
- Language skills: fluent in Russian
- Adobe Acrobat Reader

EDUCATION

Codify Academy (San Francisco, CA)

- Front – End Development
  (Diploma certificate, 2015 – 2016)

Institute of International Relations and Region Studies (Novosibirsk, Russia)

- Bachelor degree, Political Science (2002-2006)
- Master degree, Political Science (2006-2007)

EXPERIENCE

Freelancer / Front-End Developer
http://www.xoxopresents.com/
http://mishaskye.com/
http://skyecodes.com/
Nov 2015 – present

- Worked closely with the clients to create their web presence based on their design wishes and needs
- Utilized web templates to achieve such tasks
- Performed website maintenance and enhancements
- Maintained consistency in design and layout
- Performed testing and debugging
- Integrated all the necessary content (including links, images, about/info and various sections)
- Provided internet related services including web site template integration, domain name registration, web hosting, search engine optimization

Mikhail Andreev

San Francisco, CA
(415) 425 8578
andreev_mikhail@yahoo.com

Administrative / Center Support (contract)
UC Berkeley Extension (San Francisco, CA)
Oct 2015 – July 2016

- Assisting with daily center operations
- Proctoring Exams
- Handling Programs' students' paperwork and keeping files up to date
- Answering the telephone, emails and questions from students and faculty.
- Preparing and setting up the classrooms as requested by the faculty.
- Handling special events requests

Administrative Assistant/Student Services/DSO
Embassy CES (San Francisco, CA)
Mar 2011 – Aug 2015

- Assisting with admission process and ensuring all required documents for legal registration and immigration are complete.
- Reviewing inquiries from prospective clients and ensuring a timely response.
- Financial management of incoming and delinquent accounts.
- Arrangements of housing and transfers from clients based on customer requests.
- Demonstrated ability to comprehend, analyze and apply complex immigration regulations as they relate to international clientele
- Demonstrated ability to communicate effectively in person, by phone and in writing with individuals from diverse linguistic and cultural backgrounds
- Built strong and respected relationships with a variety of vendors and suppliers

Administrative Assistant/Registrar/DSO
CPLC Education Center (San Francisco, CA)
Sep 2009 – June 2010

- Advising students, faculty, and public on company policies and immigration laws.
- Develop and update admission processes and immigration orientations to provide presentations incoming customers.
- Ensure maintenance of effective long-term working relationships with international partners and government entities.
- Served as DSO, issued I-20 forms (F1 visa supportive document) and managed SEVIS.
- Analyzed complex and/or detailed documents such as proposals, contracts, policies and procedure