

**Olga Komarova:**  
student in web development

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[www.komar.dk](http://www.komar.dk)

## Goal of this CV

I am a beginner in web-development and a 3<sup>rd</sup> semester student in multimedia design (front-end specialisation).

Currently, I am looking for an **internship** in a company located in **Copenhagen** with a focus on **web and mobile development and design**, starting from January 2019 for min 3 months or longer.

I have 1,5 year experience in using HTML, CSS, SASS pre-processor, Bootstrap library, JavaScript, Angular framework, PHP and MySQL, as well as Wordpress CMS. I am very interested in UX/UI design.

Link to a projects portfolio [www.komar.dk](http://www.komar.dk)

Link to a student portfolio [http://okomaro.bplaced.net/Portfolio\\_2\\_1/](http://okomaro.bplaced.net/Portfolio_2_1/)

## Education

Student at CPH Business Academy, Lyngby  
Multimedia Design and frontend development (2017-2019), AP

Bachelor degree in International Business  
Belarusian State Economic University, faculty of International Economic Relations (1995-2000)

## Languages

Danish – fluent, English – fluent, German – basic, Russian – native

## Personal

Born in Belarus in 1978, live in Denmark since 2011. Optimistic, responsible, diligent and smart person. ESTP-A personality. I like to learn new things and enjoy interesting challenges in life. My hobbies are meditation, yoga, travelling, and reading. Married, child-free.

## Work experience

My previous work experience lays in business administration, marketing, advertising and project-management. In August 2017 I have decided to invest time and effort to pursue my dream to use my interest to technologies and learn to program.

Thus my future employer will get a motivated tech specialist with experience in business processes and project-management.

## Work experience in details:

### Visas and Legalisations handling officer

Consular services agency, Comet  
Consular Services A/S  
([www.cometconsular.com](http://www.cometconsular.com))  
Copenhagen, Denmark

September 2013 until now

#### Responsibilities:

- establish and maintain cooperation with embassies/consulates and other authorities
- handling visa applications and legalisation of documents through the embassies in Copenhagen
- giving update on ongoing cases to clients via email, telephone and in person
- keeping updated the company's information database on the daily basis
- daily accounting of expenses in connection with the document flow

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### Head of the office

Russian visa application center, Invisa  
Fiduciary Services Aps ([www.ifs-denmark.com](http://www.ifs-denmark.com)), Copenhagen, Denmark

August 2012 - July 2013

#### Responsibilities:

- overall management of the office and its daily procedures
- establishing the procedures in connection with the applications for Russian visas
- contacting the Russian consulate on the daily basis
- personnel management
- financial and overall reporting

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### Head of the subsidiary with the overall responsibility for leading the department

Internet advertising sales-house, RG  
Media ([www.rgmedia.by](http://www.rgmedia.by) ,  
[www.redgraphic.com](http://www.redgraphic.com) ), Minsk, Belarus

March 2009 - May 2010

#### Responsibilities:

- working out and adopting the yearly financial plan of the subsidiary
- negotiating and establishing partnerships with partners
- setting up sales targets, creating price lists, discount grids and drafts of agreements with customers and partners
- reporting to the company's owner on turnover statements and results
- hiring and managing of personnel, freelancers and maintenance assistants

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### Country sales representative (Russia, Ukraine, Belarus)

Spanish cheese manufacturers  
association Quorum International  
([www.quoruminter.com](http://www.quoruminter.com)), Moscow,  
Russia

March 2007 - December 2008

#### Responsibilities

- establishing partnership with food importers and distributors of the dairy products
- representing the association at exhibitions and Spanish trade chamber events
- translating and creating promotional materials and presentations
- assisting in negotiations between the association customers in Russia, Ukraine and Belarus

**Head of advertising and PR division**

International holding of transport and logistic companies  
Asstra Associated Traffic AG  
([www.asstra.com](http://www.asstra.com)), Moscow, Russia /  
Minsk, Belarus  
April 2002 - March 2007

**Responsibilities**

- creating, adopting and controlling of advertising and PR plans for overall activity on company's markets (Russia, Ukraine, Belarus, Lithuania, Poland, Germany, Italy, Switzerland, Kazakhstan, China)
- managing the division of advertising and PR (3 people) and coordinating the network of the sales managers (8 people) in local offices responsible for local marketing
- establishing and developing partnerships with subcontractors in all the markets
- participating in marketing strategy development and ISO 9001:2000 certification

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**Business development assistant**

financial information agency Ecopress Ltd.([www.ecopress.by](http://www.ecopress.by)), Minsk, Belarus  
  
February 2001 – March 2002

**Responsibilities**

- project management and promotion of the Belarusian news and search portal
- translation of news and documents for clients
- creating and running the new division for headhunting services within the company's activities – from business plan to sales

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**Other activities**

From January 2009 til present:  
organizer and tour-leader of the yearly 3-week tour on the Trans-Siberian railroad for about 300 international participants with cultural and tourist program in the major Russian cities  
([www.lovingrussia.org](http://www.lovingrussia.org) ).