

## Pavel Petrasyuk

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### Education

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*Modern University for the Humanities*

Moscow, Russia – May 2015

**Bachelor of Economics**

*Buguruslan Agricultural College*

Buguruslan, Russia – May 2011

**Accounting**

### Relevant Experience

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*Shulman & Hill PLLC,*

**Paralegal**

Brooklyn, NY

August 2016 - July 2019

- Consulting clients
- Preparing all necessary forms and documents for workers compensation board
- Interacting with carriers, medical offices, 3<sup>rd</sup> party lawyers
- Preparing clients and all paperwork for hearings and trials

*JSC National Bank Trust,*

**Head of Development Partner Network**

Moscow, Russia

March 2014–September 2015

- Set up group of managers
- Creation of strategic plan development
- Market monitoring, reporting
- Increasing the credit circulation of the bank
- Launched and developed a bank project with a partner company in Greece

*Credit Europe Bank Ltd.,*

**Sales Area Manager**

Moscow, Russia

August 2011 – February 2014

- Business development through attracting new partner companies
- Preparations of commercial proposals
- Development business and marketing strategies
- Conducting business correspondence and negotiations
- Training and loyalty increasing of partner companies

### Skills

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- Technology: Mac OS, Windows OS, Microsoft Office, Pages/Numbers/Keynote, Needles – case management software, IBM Notes, Adobe Photoshop, QuickBooks
- Language skills: Fluent in English and Russian
- General: Critical Thinking, Research, Team Work, Comparative Analysis, Conflict Resolution, Public Speaking, Organizational Ability, and Translation.