**Pavel Petrasyuk**

401 Edgecombe Avenue, New York, NY 10032

T: (305)323-5791/ Email: pasha.tay@bk.ru

**Education**

*Modern University for the Humanities Buguruslan Agricultural College*

Moscow, Russia – May 2015 Buguruslan, Russia – May 2011

**Bachelor of Economics Accounting**

**Relevant Experience**

*Shulman & Hill PLLC*, Brooklyn, NY

**Paralegal** August 2016 - July 2019

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

*JSC National Bank Trust,* Moscow, Russia

**Head of Development Partner Network** 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.,* Moscow, Russia

**Sales Area Manager** 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**

* 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.