



Curriculum vitae

Padvornaya Aliaksandra

05/02/1997, Belarus

+375 25 963 80 37; alexandra.podvornaya@gmail.com

Summary

My main goal is to be better both personally and professionally. I wish to be a passionate learner and worker during all my life developing new skills and exploring the world.

Higher Education

Sept. 2014 – June 2018, Belarusian State University (BSU), Minsk

International Relations

Sept. 2018 - June 2019, Belarusian State Economic University (BSEU)

Management of IT

Internships

Sept, 2016 – Dec. 2016, Belarusian Association of UNESCO Clubs, Minsk

International secretary

- ✓ Took part in educational e-courses;
- ✓ Worked with data (information search, typing, preparation);
- ✓ Developed a social project «Legal clinics» for LATVIA-LITHUANIA-BELARUS Cross-border Cooperation Program with a student team.

July, 2017, Ministry of Justice of the Republic of Belarus

International Law Division

- ✓ Translations of documents from English and German to Russian and Belarusian languages;
- ✓ Taking part in the preparation of mutual agreements between governmental bodies of Belarus and foreign countries;
- ✓ Supporting communication between nationals and the Division.

February 2017 – Present, Confucius Institute, Minsk

Chinese language and culture course.

Work experience

April, 2018 – Present

BarnettSports

Minsk/ France

Marketplace manager (B2C)

1. Taking care of marketplaces: amazons, web-sites, walmarts:

- creating new products; editing and fixing existing products; fixing stranded inventory, creating appropriate descriptions, communication with amazon seller support if any problem etc. Sales analytics and FBA planning, competitor price analysis, etc.

2. Customer service (german, usa and uk amazons, walmarts, c discount). Delivery problem solving (fedex, dpd, deliverr). Providing refunds and invoices for amazons customers from EU and USA.
3. Social media work (Facebook, Instagram, Twitter).
4. Advertising work (amazon advertising, website marketing, coupon codes, discount codes, other promotions).
5. Team members searching and education to make team stronger.
6. Accountants assistance (invoices preparation for the accountants from UK, Germany, Canada).

October 2020 - December 2020

IMStick

USA/remote position

1. Management of the company's Amazon accounts.
2. Amazon review acquisition;
3. Handling of the negative reviews on Amazon;
4. FBA and FBS/FBM management;
5. Interaction with Amazon Seller Support and customers.
6. International expansion support

Languages:

Russian, Belarusian – native;

English Ability – advanced (IELTS 7.0);

German Ability – pre-intermediate competency;

Swedish Ability – pre-intermediate competency.

Chinese Abilities – basics.