

# Elena V. Smirnova

---

- Date of birth**      ▪ 11<sup>th</sup> July 1996
- Objective**            Executive Secretary
- Education**            2013-2016 Teacher of History and Social Studies  
Tver State University, Historical Department      Tver,  
Russia
- Languages**            fluent English, basic knowledge of German  
English – intermediate (see ap.1)  
German – A2 Goete Zertificat (see ap.2)
- Personal characteristics**      Responsible, narrow-minded, hard – working,  
communicative
- Work Experience**      July 2015 – March 2016 Administrative Assistant  
Sales Department, OOO “Westa”, Tver, Russia  
**Responsibilities:** office work; business documentary;  
contracts administration; arrangements of Director’s  
business time; business correspondence; negotiations  
arrangement, contacts with foreign partners; participate  
in exhibitions
- July 2014 - June 2015 Receptionist  
OOO “Telecontact”, Tver, Russia  
**Responsibilities:** answer calls; negotiations  
arrangement; office work; business documentary;  
receive callers; advertising
- Skills**                    Microsoft Office (Word, Excel), 1C, Outlook Express,  
driving license
- References**            Letters of Reference is available upon request from:  
Irina A. Titova, Chif of Sales Department, OOO “Westa”, ul.  
Smirnova, d.7, Tver, Russia.  
Phone: +7(4822) 35-89-42  
E-mail: rct@tversu.ru