

# JANE DOE

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<http://portfolio.me/>

## EDUCATION

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**Very Appraised University** - Faculty of Management, BigCity, Canada 2013 - 2017E  
*Bachelor of Business Administration, Information Systems Major | GPA: 3.58/4.00*

**National University of Singapore** - Foreign Exchange Program, Singapore Fall 2015  
*School of Business*

## WORK EXPERIENCE

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**MIRA LLC**, Countrystan Summer 2015  
*IT Administrator & English Communications Manager*

- Composed, translated, and compiled shipping applications and declarations for customs clearance
- Administered the work of office hardware and software daily
- Researched, procured, and upgraded IT solutions supporting daily business operations

## EXTRACURRICULAR

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**MyFaculty Business IT Club**, BigCity, Canada 2015 - present  
*Events Coordinator*

- Organized the equipment and catering delivery ensuring the compliance with the event requirements
- Coordinated event demands and gather attendees within critical time limits
- Created and systematized communication with club members via email

**Business of Fashion Conference**, BigCity, Canada 2015 - present  
*IT Director*

- Developed a brand-new web-site to be sustained for all future BOF conferences
- Developed centralized ticket purchase system to integrate online and offline sales
- Gathered and analyzed data to aid pre- and post-conference decision making
- Established additional communication tools to increase promotional efficacy
- Designed creative content for promotion channels and merchandise materials

**The Business Magazine**, BigCity, Canada 2014 - 2016  
*Web Editor*

- Outlined and implemented web strategy to drive traffic from print to online (using Google Analytics)
- Developed and realized the concept of feature articles that enhances reading experience through content-first web design distinct from the standardized WordPress articles
- Improved mobile integration of the magazine's website by implementing a user-responsive design
- Developed training procedures to educate editors and writers to use the full potential of our web platform

## SKILLS AND INTERESTS

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**Language Skills:** English (fluent), Russian (native), French (conversational), Arabic (beginner), Korean (beginner)

**Tech Skills:** MS Office Suite (+ Visio, Project, Sway), HTML5, CSS, WordPress, Adobe Photoshop (> 5 years), Java, SQL, Tableau

**Online Courses:** Managing Fashion & Luxury @ Bocconi University Milano (via Coursera), Making Sense of News @ Hong Kong University (via EdX), Product Design: The Delft Design Approach (via EdX)

**Interests & Hobbies:** Travelling, reading, foreign cultures and religions, Internet content creation, philosophy (axiology), nutrition and healthy lifestyle coaching