

OLGA CHOBOVA

„We were absolutely satisfied with the service of interpreting.“

INX Digital Czech, a.s.

19.October 2012



International assistant service
Jana Švihlová

International Personal Assistant Service

www.internationalassistant.eu

cz 420 602 276 400

uk 44 756 315 6293

Languages

- **Russian** Native
- **English** Fluently written and spoken
- **Czech** Basic

IT Skills

MS Office, SAP, Lotus Notes

Personal profile

An enthusiastic person with strong motivation for new achievements. As a qualified specialist I am very keen to gain further experience in the business field. My cosmopolitan background helps me to communicate with different people from various countries. Through university

years I have improved even more my interpersonal skills, such as: being responsible, open-minded, communicative, confident, and hardworking. I work efficiently under pressure and always pay particular attention to details. Although I enjoy working under my own initiative, I also enjoy making a full contribution as a team member.

Education

2011 up to date University of Northern Virginia – Prague
Master of Business Administration in Project Management

2008 to 2010 London Metropolitan University
Bachelor degree of Business and Latin American Studies

2004 to 2006 English language course (Achieved advanced level)
Abacus College, Oxford

Working experiences

October 2010 – up to date,

Labour Accounting Specialist, UK and Nordic regions, CSC
Deadline driven, requiring quantitative & qualitative performance
responsible for inputting all labour adjustments requests and notifications onto time keeping system.

2009–2010 – Receptionist, University of Northern Virginia
Office administration and support
Receive, direct and relay telephone messages and fax messages
Pick up and deliver the mail.

Interests

Playing music, Travelling. (It helps me to develop my communication skills through meeting a variety of people.) Embroidery.