

OLGA GURESHOVA



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** Fluently written and spoken

Education

Dates 09 November 2005 – 27 June 2008, Management of Organizations

Principal subjects: Marketing, Human Resources, Management, Logistics

Name of organisation: Mykhajlo Dragomanov High Pedagogical Institute

Date 03/02/2003 – 14/03/2003, Language Certificate

Principal subjects: Intensive Czech Language Classes

Name and type of organisation: Charles University

Date 01 September 2000 – 28 October 2003, Mathematics Teacher

Name and type of organisation: Moscow City Teachers' Training University (Department of Education of the city of Moscow.)

Working experiences

Dates 21 January 2005 → Administrative associate professional/Property Management

Main activities: Property Administration, Investment Advisor for Russian Real Estate

Investors, Legal Associate

Address: Golos s.r.o. (own company)

Date 31 March 2002 – 31 December 2003, Marketing Manager

Consul, Moscow (Russia)

Type of business: Internet Service Provider.