

Natalia Ivanova

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Experience

June 2011 – August 2011, Summer Advertising Intern, XYZ Agency Moscow, Russia

- ▶ Worked with senior managers to produce ad copy for company. Interacted regularly with clients and accomplished all projects on schedule.

June 2010 – August 2010, Server, ABC Coffee Shop Moscow, Russia

- ▶ Established positive relations with customers and ensured that they were served in a timely fashion. Took orders, served, set and cleared tables and handled the exchange of bills and money.

June 2009 – August 2009, Hostess, RV Restaurant Moscow, Russia

- ▶ Trained new employees, opened and closed store, handled total sales, built satisfied customer relationships.

Education

Bachelor of Arts, Advertising, Russian College University September 2009 – Present

Expected Graduation Date: June 2013

Subjects: Business, Accounting

Awards and Achievements

Awarded “Best Advertising Campaign Proposal” for The Health & Wellness Committee, Russian State University Annual Advertising Contest, Spring 2010

Hobbies

Jogging; Swimming; Meeting new friends