**Ilya Vorobiev**

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| **Professional experience:** |  |
| July 2012 - March 2015December 2013 | JSCB NovikombankSenior specialist, Products development department* Carrying out joint marketing events with Visa and MasterCard payment service providers and their partners.
* Promo materials development, publishing and printing.
* Business results reports preparation and supporting documentation management.
* Market research, data analysis.
* New banking products development and presentation.
* Mass media research and report.
* Marketing materials design development.
* Writing and editing for magazines’, POS-materials (leaflets, brochures) and official company web site content.
* Preparing content for official web site’s english version.
* Writing scrips for client service managers.
* Regional offices marketing support.

International banking business:* Communicating with foreign partners, project management.
* Preparing agreements, Powers of attorney and other documentation.
* Account management and wide administrative function
* Auditing and liquidation of companies.
* Preparing instructions, presentations and analytic reports.
* Brokerage deals support.
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| July 2012 | Specialist (part-time)Foreign clients consulting, problem solving, banking soft testing and sales-oriented scriptwriting |
| May 2012 | Real estate sales agent (Russian and international markets)* Mutual business with foreign partners (developers, architects, designers, agents and etc.).
* Marketing concept development and implementation.
* Transfer assistance.
* Presentation and sales.
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| 2011 | Private entrepreneur (marketing and advertising business)Fields of business: fashion, lingerie, IT, culinary art, real estate etc.* Project management. Supervising a team of web-designers, copywriters, programmers, Retail and SMM specialists.
* Developing a marketing concept and it’s fulfillment according to customers’ expected goals.
* Proposing an employee incentive programme.
* Customer loyalty program implementation.
* Preparing reports and presentations
* Quality control, editing.
* Administrative duties.
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| September 2011 - may 2012 г. | «Miel-Realty» (Real-estate agency), sales specialistRetail market sales.Advertising and marketing strategies development.Tutoring newcommers. |
| June 2011 - February 2012 | Bosco di Ciliegi (Premium retail goods dealer), CEO Personal assistant* Administration assistance of the general office, supervision of retail sales managers;
* Brand supervisors’ (Buyers) and senior sales managers’ workbooks preparation, editing, review and introduction.
* Writing scrips and instructions for internal use.
* International and internal communications, documents preparation.
* Setting up corporate trainings for retail managers.
* Account management, travel assistance, planning follow up control.
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| February 2011 - June 2011 | «Justitia» law firm, assistant attorneyLawsuits, official correspondence writing. Civil and penal law review.Research, preparation and further processing the data for General attorney to read a case in the court of law.International communications, business meeting assistance, translations. |
| December 2010 - March 2011 | Mototelecom-Distribution (IT/telecom/soft integration), Marketing department, editorNewswriting for three IT-portals.* Research, writing, editing and translating (reports, news, reviews).
* Newly released high-tech sensations testing and review.
* International communications, translations
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| 2009 - 2010 | Seo-agent (Web-advertising, SMM), copywriter/editorWriting promotional texts and editing.Media research. |
| 2009 | ADV group (Advertising agency), reporter-newsperson* Informational assistance for one of Moscow region municipal offices.
* Preparing data background, events and news for public events and celebrations.
* Interviewing, news-writing.
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| December 2006 - December 2008 | Military serviceAmong service obligations: Math, English and Russian lessons for garrison servicemen’ children.Writing articles for military magazines and newspapers.Perfect service record. |
| 2006 | Newspapers and magazines «Moscow Wednesday», «Petrovka, 38», «Moscow Truth», «Russian Federation Today», reporter-newspersonWriting articles, data analysis. |

**Education:**

MSAL (Moscow State Academy of Law), 2010 - still studying

MSU (Moscow state university) - journalism, 2006

Gymnasium № 45, Moscow (Specialist area: English language, Literature, Sociology, Oratory)

SAAS «Marina», Specialist area: English language, literature, drama.

Heritage private school.

**Additional skills and strengths:**

* Solid presentation and communication skills;
* Strong editing, writing and data research skills;
* Ability to break news and analyze data;
* Experienced in sales methodology and practice;
* Professional PC user (incl. full MS Office package);
* Experienced in Russian Law, Common Law and Swiss Law;
* Committed to result and accuracy;
* Self-determined, responsible, goal-driven.

**Languages:**

* Russian language proficiency (writing and editing skills)
* Fluent English
* Basic German
* Basic French