



Anna Melnikova English Teacher in "Happy Bell" Day Care, Brooklyn

Education

BELARUSIAN STATE AGRARIAN
TECHNICAL UNIVERSITY
2009 - 2016

BRITISH ONLINE COURSES
TEFL & TESOL
2019

References

ELENA FEDORENKO
Associate Professor of the Department of
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LEONID PROKOPOVICH
Bel Prom Goods | Director
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Career Summary)

DEPUTY DIRECTOR

Bel Prom Goods
Aug 2017 - Sep 2019

- Completed 10 deals with companies from the CIS countries for a total amount of 230 thousand dollars
- Negotiated the supply of equipment with American representatives: in sum our company received a 40% discount

DIRECTOR'S ASSISTANT

Bel Prom Goods
Apr 2016 - Aug 2017

- Prepared quarterly tax and financial reports
- Coordinated logistics routes for 5 modes of transport
- Drafted agreements and contracts in English for 14 foreign companies

GLOBAL GOAL

Due to my marriage, I moved to Brooklyn, and now I would like to change my professional activity.