

EDITOR

Summary

Detail-oriented and organized. Accurate and well versed in database management. Strong organizational, technical and analytical skills. Successfully manages multiple data entry projects at once. Goes above and beyond given job responsibilities to achieve superior results and maintain company-wide data integrity. Focused on delivering high quality results in a timely manner.

Highlights

- Strong Financial Administration
- Grant Management
- Budget Management
- Goal Planning
- Business and Office Administration
- Community Outreach
- Team Leadership
- Strong problem solver
- Human Resources Administration
- Workshop and Orientation Presentations
- Excellent Organization Skills
- Editing and Proofreading Microsoft Office Products
- Pleasant demeanor
- Filing and data archiving
- Customer service-oriented

Experience

Editor Sep 2002 to Current

Company Name 1/4 City , State

- Oversee layout, design and content of featured publications.
- Select relevant material for each issue, considering cost and benefit.
- Generate ideas for feature articles with the writing staff.
- Commission work by freelance and in-house writers.
- Manage writing staff and liaise with artists and photographers.
- Arrange for copyright permissions.
- Raise the profile of the magazine.
- Network and recruit for sponsorships.
- Ensure staff meets established deadlines.

Bookkeeping Specialist Jun 2012 to Oct 2014

Company Name 1/4 City , State

- Financial Administration and Oversight of..
- Accounts receivable (A/R) and accounts payable (A/P).
- Insurances and contracts.
- Monthly records/planning/reconciliation of all bank accounts.
- Daily invoices and primary databases.
- Reimbursements and petty cash.
- Human resources procedures.
- Maintaining updated volunteer database.
- Contract revision.

Public Relations Administrator/Bookkeeper Aug 2006 to Feb 2009

Company Name 1/4 City , State

- Manage public outreach, recruitment and relations with sponsoring/supporting community programs and events.
- Conduct group and individual information meetings.
- Assist potential sponsors with goal planning.
- Assist in identifying and addressing barriers to complete established goals.
- Develop and present goal setting workshops and orientations.
- Provide bookkeeping support while managing database and conducting relevant analysis.

Project Manager (Profession Opportunity Grant for Immigration/Refugee Recipients Apr 2003 to Jan 2006

Company Name 1/4 City , State

- Provide resource information for potential students and participants ready for career search.
- Coordinate with professional organization and post-secondary education institutions to recruit and attract skilled job seekers for the grant program.
- Assist clients in communication with government agencies regarding Immigration/Refugee paperwork.
- Conduct follow-up visits with clients, assess refugee settlements, and submit progress reports.
- Supervise and evaluate project staff.
- Management of all grant-related activities including budget and spending projections.

- Conduct outreach, recruitment and awarding of subcontracts.
- Collect, direct and develop all relevant grant data.
- Conduct career management activities: Assessment, counseling, job development and management of support services.

Education

Bachelor of Art , Russian Language and Literature/Editing/Public Relations Krasnodarsky Gosudarstvennyi Universitet (Kuban State University)
i/4 City , Russia

Russian Language and Literature/Editing/Public Relations

Languages

Bi-Lingual in English and Russian

Skills

Accounts payable, Accounts receivable, A/P, Bookkeeping, Budget Management, Excellent Communication, Contracts, Counseling, Clients, Databases, Editing, English, Feature Articles, Financial goal setting, Human Resources, Layout and Design, Team Leadership, Managing meetings, Microsoft OfficeProducts, Networking, Office Administration, Organization Skills, Presentations, Proofreading, Publications, QuickBooks, Recruitment, Russian, Workshops.