

Stasovskaya Valeria

Personal information:

Date of birth: 20.06.1988

Place of birth: Ukraine, Donetsk city

Family status: not married

E-mail: Valeria.Stasovskaya@meta.ua

Work experience:

October 2009 – april 2010 – big collection/factoring company, Kiev

February 2010 – april 2010 – Deputy Head of Analytics and Planning Department.

Requirements: Preparation of tender documents, development agreements, participation in factoring transactions, development of work samples at different stages of debt recovery in Microsoft Office Visio, analysis of the effectiveness of the company, reporting to work, the calculation of fees, monitoring fees, and document management, collaboration with the Finance Department, Department pre-debt collection, Operational debt collection department, development of rules for the internal financial monitoring, calculation efficiency of the company at different stages of debt collection, analysis of loan portfolios, development of parking schemes for adverse credit portfolios, planning, development of new directions of the company.

October 2009 – February 2010 – executive assistant/ assistant of Chief Financial Officer.

Requirements: participating in registration of new financial company in State register of financial institutions, elaboration of regulations of inside financial monitoring, calculation of effectiveness of debt collection recovery on different stages, preparation of reports, organization of seminars; personnel policy: elaboration of job descriptions, independent-work contracts, personnel arrangements, organizational chart.

May 2008 – September 2009. - “PAM Donbass” LLC – executive assistant.

Requirements: collaboration with clients; database creation; development of the promoting programs; create presentations and organize conferences; monitoring of mass medias; preparation of press-releases; update of information on a site; work on projects in different areas: energy, utilizations of wastes, increase of efficiency and cutting costs; represent the company in different Government structures.

May 2007 – April 2008 - “URAN” LLC. Internship on position of economist.

Requirements: documents preparation, personnel policy, market analysis, working with e-banking system, working with primary documentations, participating in company’s development – opening of new direction of activity.

Education:

2009-2010 – Donetsk National Technical University, faculty of economics, specialization – managing of innovation activity. Masters degree.

2008- 2009 – Pierre Mendez France University, France, Grenoble city (faculty of economics, strategies, enterprises), L3 program (international economics, financial markets, industrial economics).

2005-2009 – Donetsk National Technical University, faculty of Economics, specialization – economics of enterprises. Bachelors degree.

Language proficiency:

Russian, Ukrainian, English - fluent. German – A1.

Computer skills: Microsoft Office (Word, Access, Excel, Adobe Power Point, Visio, Outlook).

Trainings and seminars:

04.03.2010 – Debt collection of credit products on legal and enforcement proceeding stages.

15.10.2008-29.04.2009 – German language courses, Level A1.

10.09.2008 – 26. 12.2008 - Business English courses, Level Higher

23-25.11.2007 – conference Creating Distinctions, in re creating of new brands (“Insight system solutions”)

15.05.2007 – “Planning” (LG, training company “European Technical Help”)

Additional skills:

November 2007 – January 2008 - President of the project «ElectCo». Requirements: management, distributing of positions between the members of organizing committee, organization of conferences, development of suggestions for a collaboration with companies, negotiations with companies.

10.10.2007 – 20.10.2007 – work in HR team.

October 2006 - February 2007 – member of organizing committee of project «Development of small and middle business». Requirements: planning of project, search of partners for participating in a project, development of agreements and suggestions for companies.

September 2006 – April 2008 - member of international organization AIESEC.

Certificates:

June 2008 – Certificate of ending courses of Business English, Level B2.

20.01.2008 – Award for great achieved results, team management, commitment and passion is given to Organizing Committee President Election Conference 2008 (AIESEC)

25.11.2007 – Certificate for participating in Creating Distinctions conference.

11.10.2006 – driving license, type B.

Personal skills:

Self-organization, quick trainability, communicative skills, positiveness in own strength, initiative, punctually, ability to work in team, analytical skills, ability to find and make conclusions, insistence in goal achievements.