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| --- | --- |
| [Your Name]  [Street Address]  [City, ST ZIP Code]  [Phone Number]  [E-mail Address] |  |
|  | |
| Summary | |
| * [Demonstrated achiever with exceptional knowledge of international markets, business practices, and trade regulations.] * [Strong marketing and finance background combined with fluency in several languages, including “Advanced Level” U.S. State Department certification in Russian Language Reading Comprehension.] * [Skilled at learning new concepts quickly, working well under pressure, and communicating ideas clearly and effectively.] |  |
| Education | |
| [Masters Degree in Russian and East European Studies] | [Pick the Year] |
| [Oak Tree University, Washington, D.C.] |  |
| [B.A. Degree in Foreign Languages] | [Pick the Year] |
| [Oak Tree University, Washington, D.C.]   * [Concentration in Russian, Spanish, French, and Italian; graduated cum laude with 3.8 G.P.A.] |  |
| [Completion of Intensive Language Training Program] | [Pick the Year] |
| [Maple Grove Institute, London, England] |  |
| Career History and Accomplishments | |
| [Program Developer, Contoso, Ltd.] | [Start Date] to [End Date] |
| * [Worked directly with Director of Business Development and Director of Strategic planning of this large, publicly-traded provider of home healthcare services.] * [Researched and wrote marketing, financial, and feasibility reports concerning new business acquisitions and acquisition prospects.] * [Played key role in preparing a successful $5 million federal grant proposal to provide the company’s home therapy products to rural U.S. areas.] * [Prepared corporate financial reports and service contracts for the CFO.] |  |
| [Program Assistant, Trey Research] | [Start Date] to [End Date] |
| * [Held key responsibility in this small import/export company for helping facilitate trade deals with former Soviet Union and Eastern European countries.] * [Served as interpreter and translator for Vice President in major business negotiations. Reviewed company compliance with all applicable customs laws and procedures.] * [Initiated multiple overseas joint ventures and served as liaison for foreign customers on business in the U.S.] |  |