

# JULIA SHAPCHENKO

TEMPORARY ADDRESS: MOSCOW, NOVOALEXEEVSKAYA STR., 3A -21  
TELEPHONE, EMAIL: +7 495 687 73 02 (HOME)  
+7 903 744 2 447 (CELL)  
J02@YA.RU

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## OBJECTIVE AND EXPERTISE

Administration, Hospitality and Tourism

A proven ability to launch and direct innovative projects, to identify and exploit opportunities.

## EDUCATION

Master's Degree (art history) - Russian Academy of Arts, 2001

Master's Degree (economics and business accounting) - All Russian Agricultural University, 1995

Secretarial training courses - Moscow vocational training school - 1991 - 1993

## PROFESSIONAL EXPERIENCE

August 2007 - present - "Nezavisimaya" Newspaper - photoeditor

Main responsibilities:

- Search, review and edit photos according to newspaper tasks
- Work with local photo database
- Transmit photo content to appropriate destinations
- Close work with staff and free-lance photographers, editors, news agencies
- Photo purchasing if required
- Arrangements photo sessions according to newspaper departments requests
- Tracking payments

January 2007- August 2007 - ClinStar Company (Clinical Trials) -  
Project Administrator (temporary contract)

Main responsibilities:

- Developing corporate events - holiday celebrations, receptions, cultural & travel programs, responsibility for corporate newspaper publishing
- Taking part in budget calculations
- Valuation and appraisal of events effectiveness
- Company team support (visa support, travel arrangements, negotiations etc)
- Assistance to CRA in clinical trials preparation in Russian medical centres
- Database maintenance

August 2006 - January 2007 - Baker Botts Law company - Legal secretary (temporary contract) combining with studying at the photo-school

Main responsibilities:

- Receive, examine, sort and distribute all incoming mail
  - Transcribe lawyer's dictation from shorthand or audio tapes.
  - Track updated and previous versions of each working document (in English and in Russian).
  - Type, format and check (spelling and grammar) all working documents.
  - Prepare (as per lawyers' requests) cover letters, faxes, e-mails and copies, and send registered letters and letters by courier.
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- Check accuracy of contact information and enclosures and in cover letters, invoices and receipts.

**February 2005 – August 2006 – Sanofi-Aventis Moscow Representative office –  
Administrative assistant**

**Main responsibilities:**

- Business-trips support for the Company President, staff and VIP guests
- Arrangements for co-operation with travel companies, hotels, airlines
- Accommodation, VIP lounge, tickets and transfers arrangements
- International congresses, incentive trips and conferences support
- Visa and Work permit support for expats and their guests
- Responsibility for effective negotiations arrangements (equipment, coffee-breaks, business lunches, evening events etc.)
- Following up contracts with hotels, travel agencies and rent-a-car companies
- Tracking payments from company departments and travel agencies
- Responsibility for office relocations, daily office inspection for appearance

**October 2003 – December 2004 - BP TRADING LTD – Administrative assistant**

**Main responsibilities:**

- Maintenance the schedule of international & internal flights of BP employees & their families; database support in Access
- Coordination drivers according to the schedule
- Consultations on international & domestic air transportation
- Meeting needs & requirements for the cars to rent-a-car companies, dealing with complains & difficult clients course
- Participation in implementation of new car policy: collecting & filing responses on the car choice, updating car choice/ car fleet files, related issues or any other duties as required
- Particular events developing

**September 1997- April 2001 – INTERNATIONAL HOUSE (Moscow representative office) –  
1)Assistant Manager – start (6 months)  
2)Manager of study abroad programs**

**Main responsibilities:**

- Educational & travel programs scheduling
  - Completing & accompaniment groups to countries of EU
  - Close cooperation with travel and insurance companies
  - Visa support arrangements
  - Individual & group booking & issuing international & domestic plane tickets
  - Creating the preliminary event proposals
  - Regional network distribution
  - Providing seminars and trainings for corporate & individual clients
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- Participation & assistance in creation company image (motto, strategic concepts, logo alterations) and web-site
- Event coordination on site

## LANGUAGES

Fluent: Russian, English – fully proven as primary language of business

Conversant: Russian, English – knowledge for travel, informal communication

*Currently engaged in English language lessons in Moscow, Russia*

## SOFTWARE & COMPUTING TOOLS

MS Office (Word, Excel, Power Point), ACDSee, Adobe Photoshop, Internet, and various e-mail programs: Microsoft Outlook, Lotus mail, the Bat.

## AFFILIATIONS

International Society for 18<sup>th</sup> century study, 2001. Maintain important contacts.

International art-historians Association (Moscow), current. Active networking group.

## PERSONAL PROFILE

- Latin & Russian typewriting – fast speed (touch-typing) – 250 p.c.
  - Ability to work with big volumes of information
  - Good communicative and organizational skills
  - Positive attitude to occasional stress & overload
  - Basic knowledge of standard banking documentations & accounting
  - Knowledge of making expenditure commitment authorizations in SAP
  - Good team player
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