

**[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]

*[Oak Tree University, Washington, D.C.]*

[B.A. Degree in Foreign Languages]

*[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]

*[Maple Grove Institute, London, England]*

**Career History and Accomplishments**

[Program Developer, Contoso, Ltd.]

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- [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]

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- [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.]