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| A person taking a selfie  Description automatically generated with medium confidence | | **Dogan Elizaveta**  Female, 26 years, born on 7 November 1995  +7 (909) 6646535  +1 (829) 7641545 — preferred means of communication  [dogan.elizaveta@yandex.com](mailto:dogan.elizaveta@yandex.com)  Skype: lizaa711  Reside in: Dominican Republic  Not ready to relocate | |
| Desired position | | | |
| Employment: full time  Work schedule: remote working  travel time to work: any | | |
| Work experience —7 years | | | |
| June 2021-  January 2023    April 2021 — June 2021 3 months |  | **Start Up and Fly**  Lead Generation Specialist and Recruitment  Collects and evaluates potential sales opportunities.  Effective communication skills, proficiency with CRM software, understanding of sales processes, data analyses, decision making, project management, work with a lot of information.  Specialist for help organization find the right person for a particular role.  **Aesthetic medicine clinic Skin Centre**  Chief Director  Clinic management. Development of social networks from scratch. Working with a set of clients. Setting up Google maps, Facebook, Instagram. Communication with patients.  We went to earn money from 0 to $ 7000 per month.  We reached the number of patients from 50 to 200 in 2 months.  We have promoted social networks and excellent reviews.  The popularity of the clinic is growing every day. | |
| July 2020 — April 2021 10 months |  | **Kodland**  Call center operator  Calling hot leads / registering a client for a lesson at a programming school / working with Rubi / Amo systems / recording all customer data in the system / completing tasks / fulfilling a plan | |
| July 2020 — November 2021 1 year 4 months |  | **Perfluence**  Scout  Worked with bloggers on various platform projects. She searched for bloggers, sent letters with invitations to cooperate with our projects and corresponded with the blogger. I worked with bloggers at all stages, starting with introducing the product that we plan to advertise on his blog, as well as the moments of agreement of the finished content by the blogger, coordination with the project management, and then the full publication of the advertisement by the blogger. Control over the crediting of payments to the blogger, the effectiveness of the advertising campaign, etc. | |
| April 2014 — July 2020 6 years 4 months |  | **Anex tour**  Shop control  - Work with booking in the AMO system.  - Communication with the management of partner stores (booking arrangements, dates, etc.).  - Quality control of the store (transportation, cleaning, timing, work of guides, cashiers.)  - When welcoming the guest, provide full information and support in the shop.  - Communication with hotel guides, operations team, etc.  - Preparation of financial reports on daily sales. | |
| Education | | | |
| Vocational secondary | | | |
| 2021- currently | | Marketing Academy Education  Internet Marketing  Internet – marketer and Web Analyst | |
| 2011 - 2014 | | Sterlitamak College of Physical Culture  Tourism, Travel Manager | |
| Tests, examinations | | | |
| 2021 | | **Marketing education**  Marketing Education , Creation of sites on Tilda | |
| Key skills | | | |
| Languages | | Russian — Native or Bilingual  English — B1 — Intermediate  Spanish — B1 — Intermediate  Turkish — B1 —Intermediate | |
| Skills | | Performance Recruitment/ Personnel evaluation/ /Active sales /PC user/ Sales skills /Teamwork/ Organizational skills/ attentive to details /Self- motivated/ self-organization/ | |