




SVETLANA ZHURAVLEVA

MANAGER AND DESIGNER

PERSONAL PROFILE

Extremely motivated to constantly develop my skills and grow professionally. I am confident in my ability to come up with interesting ideas for unforgettable designs and marketing campaigns.

CONTACT

 67 W Easy Street
#117, Simi Valley,
California

 lana2828@gmail.com

 8552553607

EDUCATION

State University of Management
(Moscow)
Institute of Economics and
Management of the International
Academy of Business and
Management(Moscow)

SKILLS

- Exceptional communication and networking skills
- Successful working in a team environment, as well as independently
- The ability to work under pressure and multi-task
- The ability to follow instructions and deliver quality results

WORK EXPERIENCE

New Century Cyber Technologies, Inc., Secretary, Treasurer, Designer.

JUN 2015 - PRESENT

- Organized and developed the company from zero point to a successful project launch
- Maintained and organized numerous office files
- Constantly updated the company's contact and mailing lists
- Monitored ongoing marketing campaigns
- Monitored press coverage
- Oversaw the social media launch of iCTABLE

Spark Ventures, LLC, Partner

JUN 2011 - JUN 2015

- Handled the company's day-to-day operations
- Played a key role in the development of iCTABLE
- Prepared presentations for prospective clients