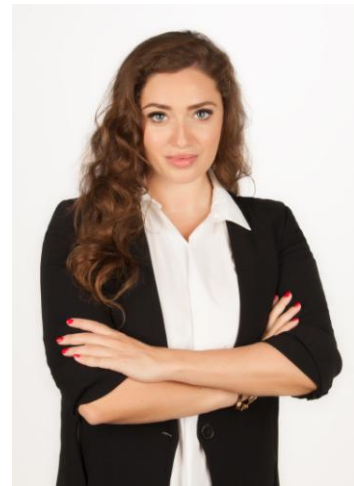


Curriculum Vitae

ANASTASSIJA SZYMONIUK

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Date of birth 13.02.1988
Place of birth Moscow
Citizenship Austrian



WORK EXPERIENCE

- Nov 2015 – Current **Director of purchasing at “Medical&Science Instruments”, Vienna AT**
Duties: all tasks related to the purchase of high-end medical equipment manufactured in the United States by Nova Biomedical. Negotiations, composing contracts, communication with the supplier, organization of trainings for staff of purchasers in Russia and CIS countries, development and implementation of commodity and supply change strategies. Acquisition of new suppliers, application for public tenders, on site quality testing of purchased equipment, management of all activities that develop relationships with the suppliers.
- 2014 **Internship at “The Anonymous” Lifestyle, Management and Business Concierge Company, London UK**
Duties: personal support and assistance to ultra high net worth individual clients including organizational duties, purchasing of limited edition goods, giving advice, providing information for destinations, coordination of high end client events for promotional purposes on behalf of the company, travel arrangements.
- 2013 **Assistant to CEO at “Logic Vantage Limited”, Hong Kong, SAR**
Duties: company scope Asian debt collection and stock lending deals in Asian territories. Providing logistical support and office coordination as well as consignment and organization of meetings and events.
- 2011 **Internship at “Mertek Insat” Ankara, Turkey**
Duties: project management tasks related to construction and interior design in Turkey. Business development tasks such as: scheduling and attending sales meetings, making colds calls, presenting the group, writing offers, search and negotiation with new suppliers, liaison with existing suppliers, client relationship management using client relationship management tool.

- 2009 -2011 **Assistant Manager at "M.S. Instruments", Moscow, RUS**
Duties: organization of training for personnel to be working with state of the art medical equipment in the diagnostics sphere, communication and liaison with equipment manufacturers, various assistant related tasks as instructed by the CEO. Assembling and collecting of material as well as composing and translating texts (German/English/Russian) for the company website.
- 2008 **Internship at the "Commercial Section of the Austrian Embassy" Moscow, RUS**
Duties: Written and oral translation from German to Russian, organization and implementation of events and projects to bring together sectors of Austrian commerce with Russian commerce working in the same sector ie. Organization of event in Moscow for Austrian wine suppliers that wish to export to the Russian market. Answering incoming queries on behalf of the Commercial Section, including secretarial duties.
- 2007 **Executive Assistant to CEO at "MSI Fairs & Exhibitions", Vienna, AT**
Duties: Organization, implementation, design, set-up of exhibition stands, exhibitor support, exhibitor acquisition, logistical support and customs, liaison with the press, marketing of individual fairs in cooperation with organizers, 24 hour VIP Client support (on location and remote).
 Participation in the following fairs: Intertool, Mera, Apteka.

EDUCATION

- 2014-2015 Master Luxury Brand Management, Regents University London, UK
 2014-2015 CMI Level 7 Diploma in Strategic Management and Leadership (QCF)
 2011-2013 Bachelor of Arts in Management, Webster University Vienna, Austria
 2007 Studies at the "Vienna University of Economics and Business"
 2006 Studies at the "Vienna University ", faculty of law, Vienna, Austria
 2001 - 2006 Stiftung der Theresianischen Akademie Wien – Gymnasium
 Austrian Matura (A-level equivalence), Vienna, Austria
 1994 – 2001 German International School Moscow, Russia

LANGUAGES & SKILLS

- German native language
 Russian native language
 English Fluent
 French Intermediate
 Latin Basic
 Computer skills Microsoft Word, Excel, Power Point, Access
 2014 Leadership & Organisational Health Programme, Bramley Lakes, UK
 2005/2006 Volunteer at "Clara Fey Kinderdorf", Vienna, AT
 2005 Application training at the Raiffeisen Bank Vienna, AT
 2005 Fashion & Design course at "Central Saint Martins College of Art and Design" London, UK
 Organizational skills Event Management, Problem-solving skills

All supporting documents can be sent upon request