

# Ruzanna Vartanova

## **Administrative Assistant**

Fort Collins, CO 80525

[rvartanova2@gmail.com](mailto:rvartanova2@gmail.com)

+1 773 3665485

Motivated, detail-oriented candidate with strong interpersonal and organizational skills

Authorized to work in the US for any employer

## Work Experience

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### **ADMINISTRATIVE ASSISTANT (position was eliminated)**

SNM Logistics, LLC - Pittsburgh, PA

September 2019 to November 2019

Administrative support of the office (HR, Dispatchers and Drivers)

- got proof of delivery documents (POD) from dispatchers; sent invoices to the factoring company for payment; monitored payment status; helped with resolving of any charge backs; received schedules from the factoring company and completed financial reports
- kept all documents in order and provided them in case of request
- maintained monthly safety training materials
- communicated with the drivers how to log the system
- collected receipts from all drivers and entered fuel report data in the system, monitored miles per gallon ratio and messaged drivers in case of errors
- booked drivers' transportation, cash advances, fuel cards when needed
- maintained office supplies as required

### **Chef/Assistant Manager**

Zest Cooking school - Lititz, PA

February 2018 to July 2018

Assistance to Chefs with hosting classes

- ensured Chef had all necessary supplies for a class
- greeted the guests and helped them during a class
- cleaned and maintained food service equipment and facilities
- observed safety and security procedures (especially during classes for kids)
- prepared the space for the next class

### **Media Manager**

Optimum Media OMD, Moscow, Russia - Moscow, Russian Federation

2005 to 2012

Directed development and control over the realization of media strategies for the entire Client brand portfolio for Russia and Belarus. Implemented several successful sponsorship projects which significantly increased brand visibility. Established documentation control system.

- created plans for different media
- communicated with buying departments, negotiated the best conditions and placement for the Client

- communicated with creative agencies and the Client to approve advertising materials
- control over external and internal documentation
- analyzed post campaign results
- monitored competitors' media activity and provided reports to the Client

## Education

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### **Master's in Marketing**

State University - Higher School of Economics Moscow, Russia  
2004 to 2006

### **BSc in Management**

State University - Higher School of Economics Moscow, Russia  
2000 to 2004

## Skills

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- Microsoft Office Suite (Excel, Power Point) (5 years)
- Media Planning
- Russian

## Certifications and Licenses

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### **Acting class diploma, Moscow, Russian Federation**

2010 to 2011

## Additional Information

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Fluent in English and Russian. Conversant in French.