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| Jane Kalmykova  Jacobs Ladder, Froghole Lane · Edenbridge · TN8 6TD · 07359-107769  Email · kemkh111@gmail.com |
| Recently arrived in the UK from the Ukraine looking for a fresh start and to forge a life in the UK with my family. A highly motivated and determined individual with extensive experience in retail (notably the online fashion and beauty industry). A commercially astute self-starter with a degree in economics and excellent organisational and problem solving skills. Looking for an administrative type role that will allow me to contribute to the organisation whilst simultaneously improve my English language skills |

# Experience

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| 2016 - 2022owner director, feenches, online fashion design companyKharkiv, Ukraine  * Founder of Feenches, an online fashion website selling bespoke, handmade shoes. Approximately 30 pairs made and sold per month * Shoes sold in circa 25 Countries * Managed a team of 5 employees who were responsible for designing & making the shoes * Responsible for the day-to-day operations of the business: supplier management, accounting, website maintenance * Management of social media marketing accounts such as Etsy, Instagram & Pinterest |
| 2007 – 2011Director, DIROM, Building materials trading companyKharkiv, Ukraine  * One of the leading building materials company in the Ukraine * Responsible for the procurement of building materials * Responsible for pricing & competitor monitoring * Managed a team of 10 employees responsible for sales and procurement activity * Responsible for accounting  2002 – 2005CO-OWNER, yuta, WOMEN’S BEAUTY SALONKharkiv, UkraineCo-founder of Yuta, a beauty salon located in Kharkiv centre providing a range of beauty treatments to approximately 50 customers per dayManaged a team of 8 employees (3 hair dressers, 2 nail technicians, 1 masseur, 1 eye lash specialist, 1 receptionist)Jointly responsible for the day to day operations of the business2002 – 2005Sales manager, ATOS, Building materials trading companyKharkiv, Ukraine  * Responsible for business to business trade sales for approximately 100 customers located in the Ukraine (sole accountability) |

# Education

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| 1998 - 2003Bachelor’s degree in EconomicsKharkiv University of EconomicS, UKRAINEKey topics included:ManagementMarketing |
| 1992 - 1998Kharkiv secondary SCHOOL, UKRAINE |

# Skills

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| * IT skills: Microsoft office (word), Gmail * Accounting software (Russian) * People management and leading teams to deliver high quality output and standards * Digital and social media marketing * Problem solving and critical thinking | * Book-keeping and associated administrative tasks * Meeting tight deadlines in high pressure environments |

# Activities

Yoga, dancing, traveling, learning new cultures, spending time with family and pets