



Address: Russian Federation,
103575, Moscow, korpus 1006, kvartira 341.
Telephone (home): (095) 532-5729
Fax: (095) 532-5729
E-mail: busin@hotvoice.com

ILYA V. SMIRNOFF

The Aim I am interested in a marketing/advertising manager position.

Education 1994 - 1998 International Institute of Business Education
1994 - 1998 Moscow Institute of Electronic Equipment

Available Languages Russian (native)
English

Work Experience From 1999 august, till now - ZAO "AO EXPERTCENTR" (Moscow), my position is the advertising and marketing manager:

- development and creation of marketing strategy (the 60-employee staff company)
- development and creation of advertising strategy
- controlling of company's marketing strategy
- preparation and organization of exhibitions
- development and implementation of the "Feedback" system
- design and production of advertising materials.

From 1998 to 1999 - OOO "Reference-Information Center" (Moscow), position - client manager/advertising manager:

- clients searching
- signing and development of advertising projects
- business communication
- analyzing of current marketing information
- analytical reports
- development and implementation of advertising campaign
- advertising design.

From 1994 to 1995 and from 1993 to 1994 - OOO "Steklo-montage" (Moscow), position - assistant manager:

- business communication
- documentary turnover.

Computer Experience

- Windows 95/98/NT (advanced user)
- MS Office 97 Pro (Word, Excel, Access, PowerPoint) (advanced user)
- Adobe Photoshop 5.5 (advanced user)

- Corel Draw 9.0
- Macromedia FreeHand 8
- Adobe PageMaker 6.5
- Scanning, Color-correction
- Macromedia Dreamweaver 2 (conception, web-design, and web-site creation).

Additional Education

1994 - 1998 Special courses of lectures of Bachelor degree, in the following fields:

- Marketing
- Marketing Research
- International Marketing
- Managerial Accounting
- Management
- Management Information Systems
- Organizational Behavior
- Business Ethics.

Personality

Object-oriented, communicated, capable to to work individually and in the team as well.