

Angela Tchoulak

Profile: Strong business and Service orientation; Result driven; Outstanding organizational skills; Highly skilled in oral and written communication; Highly energetic, inquisitive, creative and resourceful.

Experienced in managing teams, finding innovative solutions to a variety of problems, tackling complex situations to achieve results.

Employment background:

2008 – today

Freelancer

Responsibilities include:

1. *Rights Permissions*: Acquiring rights permissions from all over the world for an anthology to be published by one of the major universities in the USA as well as other clients.
2. *Russian –English- Hebrew Translations*: translation, editing and proofreading of various materials in diverse fields of knowledge.

Working via Elance.com as well as direct hirers.

For more info, please see my web page at: <http://angi.elance.com>.

2006 - 2007

Deputy Manager, Diamonds International, Puerto Vallarta, Mexico.

Responsibilities included:

Sales closer and Floor manager upon requirement. Service and communications with VIP clients; Negotiations, advising on products and financing options and closing of big sales; Overseeing daily operations; Communicating between the floor staff and management.

2005-2006

Quality Controller and Reports Generator, Diamonds International, Cozumel, Mexico.

Responsibilities included:

Performing quality control of the Company's stores with specific attention to detail; Reporting to relevant departments on different problems; Putting together recommendations and action plans; Follow up and control on implementation of recommendations; Analysis of work procedures; Combining different data and factors; Generating reports in Excel and Access.

Diamonds International is a prime international jeweler based in New York, with over 100 jewelry stores in 20 locations all over Caribbean Islands, USA and Mexico.

More info about the company: www.diamondsinternational.com

2004:

Payroll Controller, "ORS Human Resources", Tel Aviv, Israel.

Responsibilities included:

Preparing monthly payroll for approx 500 employees; Creating work productivity and work efficiency reports for the Company's clients.

More info about the company: <http://www.ors.co.il>

2003:

Project Manager, "Idea Information Systems", Kibbutz Mishmar Ha'emek, Israel.

Responsibilities included:

Development, quality control and implementation of new information systems.

For more info about the company: <http://www.idea-alm.com>

Academic background:

2000 - 2003: **B. A. in Economics & Business Management**, University of Haifa, Haifa, Israel.
Haifa University is one of the strongest universities in Israel, with excellent business management academic units.

Military Service:

1997-1999: Mandatory two year service in the Israeli Defense Forces.
Sergeant, head-office of administration office.

Languages and Computers Skills:

Hebrew: mother tongue
Russian: mother tongue
English: fluent
Spanish: conversation

Advanced Computer knowledge - Proficient in Microsoft Office programs, Photoshop, Wordpress and various Internet applications.

Personal:

Nationality: Israeli
Born: 1979

Contact Details

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