

YULIA KLIMCZAK

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JOB OBJECTIVE

Obtain employment that will allow me to use my ability to work with people, to learn any apply rules regulations office policies and procedures, to establish and maintain effective working relationships, ability to understand and follow step-by-step verbal and written instructions. I'm responsible and attentive, hardworking and easily trained.

EDUCATION

School, high School, Russia – school program.

Moscow State Open University. Course of study : **economics**, specialty : **manager with a specialization in construction management**

01/2014 - judgment of Educational Credential Evaluators, I have the USA equivalent of:

- **High school diploma, Bachelor's degree in Business Administration with major in Economics and Master's degree in Construction Management**

EXPERIENCE

12/1997 – 10/2008 “Ryazantransnefteprodukt” oil & gas company, Ryazan, Russia

– position: **office manager (project manager at Department of Transportation, bookkeeping)**

- Basic logistic, transportation and construction job,
- calculated costs of construction materials and construction costs,
- logistic calculations, read drawing and specifications,
- prepared portions of written reports

08/2011 – immigrated to USA.

09/2012 – 10/2014 - Dollar General, Middleburgh - sales lead:

- communication with customers, customers assistant, store administration and cash handling

03/2015 – 04/30/2017 – Walmart, Cobleskill – cashier :

- communication with customers, customers assistant, store administration and cash handling

03/28/2017 – 10/13/2017 – SHUMAKER Consulting Engineering & Land Surveying D.P.C. – Construction inspector

- Inspection of work completed by Contractor
- Measurement, calculation, and payment of quantities
- Direct Contractor on the proper work specifications and verify work completed
- Read and comprehend drawing and specifications
- prepared daily written reports, fluent in use a Site Manager.

Computers – user: Microsoft Word and Excel typing, internet, fax, Xerox. **Languages** English, Russian

References:

1. Barney Taylor, Construction Coordinator SHUMAKER Consulting Engineering & Land Surveying
D.P.C. (607) 765-3365
2. Scott Gray, EIC NYSDOT (607) 433-1623
3. Charles Washburn, Construction Inspector SHUMAKER Consulting Engineering & Land Surveying
D.P.C. (607) 437-0164