

NATALIIA GOLUB

Mississauga, ON L4X 1T2 • 437-997-0643 • NataliiaGolub@gmx.com

LinkedIn: www.linkedin.com/in/nataliagolub

SUMMARY OF SKILLS

- 4 months experience as a Medical Office Administrator performing a wide range of clerical duties including reception, appointment scheduling, preparing documents and completing accurate data entry during a medical simulation course
- Demonstrated knowledge of organization and management of a wholesale office work with 15 years of experience
- Experience working in a team environment conducting computer courses among 200 students
- Ensured the efficient operation of the company by concluding 100 profitable contracts
- Excellent in time management, able to combine a full and part-time job
- Displayed strong organizational, management skills by planning the correct distribution of working hours and workload among 7 employees
- Proficient in Microsoft Office 95-365 (Word, Excel, PowerPoint, Outlook, and Publisher), York-Med Systems 7.7.13, ABELMed, QuickBooks
- Multilingual; read, write and speak English, Ukrainian

EDUCATION

English Language Studies	Present
Sheridan College, Mississauga, ON	
Master of Computers and Automated Systems Software Engineering Degree	1996-1997
State Technical University, Kherson, Ukraine	
Bachelor of Science in Computer Science	1992-1996
Kherson Industrial Institute, Kherson, Ukraine	

NATALIIA GOLUB

Mississauga, ON L4X 1T2 • 437-997-0643 • NataliiaGolub@gmx.com

LinkedIn: www.linkedin.com/in/nataliagolub

WORK EXPERIENCE

Wholesale Manager 2001-2017

World of Light, Chernivtsi, Ukraine

- Accepted orders from 50 clients per week by email, phone or fax
- Controlled the delivery of goods following the accepted order, reconciling all data with invoices, respecting the priority
- Summed up orders from all customers into a common order sheet using Microsoft Excel spreadsheets
- Concluded about 100 contracts between the buyer and the seller to ensure the implementation of mutual obligations
- Negotiated with clients in case of problems with the delivery of goods by replacing the undelivered goods with another
- Developed, updated and managed a database of goods with more than 5000 items
- Generated monthly reports and kept statistics on goods sold using a special software 1C: Enterprise 7.7
- Coordinated and managed the work of 7 people by regulating the workflow, making up a convenient schedule for employees

Networks Administrator 1997-2000

Consultation Center, Computer Department, Kherson, Ukraine

- Ensured the trouble-free operation of office equipment by installing, updating, restoring Windows Server, Windows NT operating systems as well as anti-virus and other security software such as Antiviral Toolkit Pro for Win9x, Norton Internet Security 1.0
- Troubleshooting Local Area Network, software, and hardware issues by repairing, updating the required drivers
- Configured, installed and serviced 15 computers as well as printers, faxes, scanners

Computer Course Teacher (part-time)

Consultation Center, Education Department, Kherson, Ukraine 1997-2000

- Trained more than 200 students in basic principles of Window 95
- Taught Microsoft Office 95 (Word, Excel and PowerPoint) with 3 classes per week