

Olena O. Shchukina

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Qualifications

Industrious, bilingual Finance and Economics Professional with demonstrated expertise in international business, cost accounting, auditing, and management of general accounting functions. Background includes work experience in nonprofit accounting with the American charitable fund “*Helping Hands Intl.*”. I ranked first on the “*LIA*” LTD’s Accounting Specialist Exam and was subsequently appointed as Junior Audit Specialist, later obtaining Senior Accountant-auditor status. Fluency in Russian, Ukrainian, and English. Technically proficient in MS Excel, Word, Power Point, MS Windows, Access, and the Internet.

Professional Experience

Hands For Hire, Tucker GA

(Educational institution for developmentally challenged people)

Internship in Risk Management

December 2007- Present

GEORGIA PERIMETER COLLEGE, Atlanta, GA

Russian Tutor

January 2005-January 2007

LIA LTD, Lugansk, Ukraine

(One of the largest Ukrainian Retail Companies)

Accountant-Controller

January 2004 – April 2004

- Developed a strategy on improving organizational and sale activities in a department of trade.
- Prepared tax and financial reports.
- Directed activities of the Sales Department and supervised its 23 employees.
- Auditor/ Audit supervisor of payables, receivables, and related documentation.

Cashier-Accountant

September 2002- January 2004

- Worked with basic documents and currency.

- Fulfilled cash operations and collections.
- Computed financial reports.

HELPING HANDS INTL., Lugansk, Ukraine

August 2001-August 2002

American Non-Profit Organization

Accountant Senior

- Prepared and coordinated financial and tax reports.
- Collected and controlled payroll data.
- Controlled charitable investments.
- Supervised cost budgeting programs for an orphanage and the children's camp.
- Coordinated foreign travel arrangements.

Education & Credentials

GEORGIA STATE UNIVERSITY, Atlanta, GA

Post-graduate work in business - pending admission to the Master of Science in Risk Management and Insurance program

GEORGIA PERIMETER COLLEGE, Atlanta, GA

Associate Degree in Business Administration, with Honors, 2006

KHARKIV INSTITUTE OF ECONOMICS MARKET RELATIONS AND
MANAGEMENT, Lugansk, Ukraine

*Bachelor of Science in Economics, with Honors, 2002**

*Bachelor of Science in Accounting and Auditing, with Honors, 2003**

International Business Certificate, 2003

*Ukrainian Degrees are approved by the independent evaluation service *Josef Silny & Associates* and recognized as equivalents to the US Bachelor's degrees in Business.

Accomplishments

- Membership in Phi Theta Kappa International Honor Society.
- The National Dean's List, 2005-2006
- Business/Social Science Recognition, 2006 (Georgia Perimeter College)
- Outstanding Student Award in Mathematics, Engineering and Computer Science, 2006 (Georgia Perimeter College)
- First place recognition in the writers' forum for students "Creative Licenses", 2006 (Georgia Perimeter College)
- Member of Gamma Iota Sigma, 2008
- Georgia State University Honors Society, 2008