**PERSONAL INFORMATION**  
Max Kowalczuk  
67, aleja Chopina  
Kirov, 23XXX, Russia  
Phone: 765XXXXXXX   
Date of Birth: 24.01.1994  
Marital Status: single   
  
**OBJECTIVE**  
Obtain employment in the field of economics, which will allow me to use my ability to work with people, planning, implementation and monitoring the efficiency of the flow and storage of material-technical resources and production reserves.  
  
**EDUCATION**  
Kirov State University  
2007 - the state diploma with assignment  the qualification “economist"  
  
**WORK**  
unemployed   
  
**EXPERIENCE June 2008 – August 2013**  
An office worker at the economic Corporation "Light" as a consulter. Duties: to answer phone calls, to receive visitors, to prepare documents for signature, to type and print documents and letters, to send and receive fax   
  
**LANGUAGES**  
English and German - reading, writing and speaking.   
  
**OTHER SKILLS HOBBIES & ACTIVITIES**  
Computers, Microsoft Word. Basketball, theatre, music   
  
**PERSONAL QUALITIES**  
Responsibility, honesty, integrity, reliability