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## Purchase / import / buying manager

### About me

experienced and confident pc user, quick intuitive learner of new software, depending on my needs mastered and used various editing, modeling, recording and other programs (MS Office, Photoshop, Blender, Pro Tools, Cakewalk, Shotcut, 1C etc.); impeccable knowledge of all hi-end interior product groups; talent for understanding the essence of an architect's project and translating it into product realities; consistently highly professional approach to core duties; resourcefulness in sourcing even monetarily minor products that added greatly to final result; conviction that it is ultimately beneficial to the final customer to prioritize, convey and protect the vision of both architect and manufacturer;

visited all major and minor European interior trade shows; was invited to participate in trainings at the best interior product factories; enjoyed excellent professional and personal relationships with factories' top management, agencies, and always benefited from preferential treatment even from brands generally inaccessible to a small operator; during my time as a business owner was one of the most respected professionals in the field acknowledged for my true passion for the high style interior sector, intricate understanding of top brands' ideals, and coherent product policy born out of perfectionist pursuit of being able to work with the best industry had to offer.

respect facts and love words; skilled at forming complex semantic intervals; likably obsessive, constructively pedantic; well-spoken, well-travelled, able to easily build rapport with a broad spectrum of personalities; embody a rare combination of creativity and discipline; possess vision, tenacity and patience to finish even the most complex projects;

engaged in a lifelong hobby of being a singer-songwriter; music connoisseur; infatuated with English language pop culture (music, films, TV shows, books); enjoy casual fashion; started an entrepreneurial hobby of importing from England and selling Allsaints outerwear.

### Work experience

**Переводчик английского** · freelance · Chişinău  
January 2024 - Present · 1 year 8 months

- translation (incl. using specialist software), proofreading, editing, researching documents' terminology and linguistic styles

👤 47 years

♂ Male

📍 Chişinău

### TOP Skills

- **Product Management** · 19 years
- **International Relations** · 18 years
- **Knowledge of Purchasing Processes** · 18 years
- **Management of Suppliers** · 18 years
- **Order Processing** · 14 years
- **Architectural Design** · 12 years

### Preferences

- Full-time
- No schedule
- Flexible
- In-house
- Hybrid
- Remote

### Languages

- **Romanian** · Don't know
- **Russian** · Native
- **English** · Fluent
- **Italian** · Fluent

ensuring translated material is suitable for the intended readers, linguistic testing, transcription and subtitling, voiceover (home studio quality); able to grasp new concepts quickly; culturally aware and sensitive; possess my own writing style with impeccable knowledge of grammar and spelling; bachelor's in linguistics from the Lomonosov Moscow State University (MSU, faculty of foreign languages); avid consumer of English-language cultural media;

- most recent jobs include translation of online fashion content (product descriptions, basic copywriting, studying target audience and industry standards, compiling terminology, researching reputable sources).

**Skills:** Перевод, Language Translation

### **Small business owner · Decolieu · Moscow**

*January 2009 - January 2021 · 12 years 1 month*

- hi-end product management and policy; securing direct agreements with and supplies from the best furniture and other interior products manufacturers (mainly from Italy; some manufacturers were introduced into the market for the first time);
- impeccable knowledge of world's top manufacturers of interior products;
- collaboration with architects on design project development of residential interiors; product research, styling, and product sourcing of whole spectrum of interior products;
- sales and post-sales management (finances, consultations, quotes, specifications, timelines and deadlines; personal supervision of crucial deliveries, installations, production etc.);
- purchase administration, order monitoring, logistics management;
- multiple finished projects participated and won prizes at various interior design awards, were published in prominent design publications (AD, Interior+Design, Andrew Martin Anthology, Dezeen etc.).

Portfolio can be provided upon request

**Skills:** Interior design project management, Project Management, International Relations, Product Management, Management of Suppliers, Knowledge of Purchasing Processes, Architectural Design, Interior Design, Order Processing

### **Head of purchasing and marketing · Opus Deco · Moscow**

*January 2006 - January 2009 · 3 years 1 month*

country's largest distributor of hi-end wallpaper / department of hi-end interior products

- planning and shaping development and growth strategies for various product groups (wallpaper, furniture, lighting, textiles, rugs); creation of an optimum product portfolio within a given product group;
- overseeing corporate sales channels on a federal level (central office in the capital and 6 subsidiaries in other major cities),

creation of product packages for various types of clients, corporate client management (priorities guidance, product philosophy, training etc.); planning and administration of efficient distribution and sales;

- sales analysis and purchasing forecasts; profit maximization within product groups;
- cultivating and maintaining personal relationships with factory management; supplier interaction troubleshooting; claim administration;
- pricing parameters development for various product groups and price list creation;
- maintenance of a balanced stock; development and implementation of stock programs for priority suppliers (as a result of these initiatives exclusive distribution rights were secured from strategically crucial suppliers);
- monitoring of both external and internal markets; developing new partnerships (both on supply and sales ends); competition analysis;
- participation in event planning and organization to promote products, company's image and increasing company's market share;
- duty distribution and optimization of the administrative structure of the department; assigning tasks and objectives to employees, employee motivation and performance evaluation;
- participation in trade fairs and factory trainings on a regular basis;
- creating a new retail format for the company and introducing new product groups; was one of the two employees in charge of conceptualizing, designing, and organizing company's first furniture retail showroom in city center.

Portfolio can be provided upon request

**Skills:** Brand Management, Product Management, Team Management, Marketing

### **Chief import purchasing specialist · Chic Buro - Design Studio · Moscow**

*January 2004 - January 2006 · 2 years 1 month*

interior design, supplies of furniture/lighting/doors/bathroom/rugs/kitchenware/interior fabrics/interior accessories

- suppliers research and selection, expanding product range, building up relationships with suppliers and gaining direct access to top manufacturers (including during international trade shows);
- project management (including turnkey solutions), offer preparation for all types of clients including contract supplies and tenders (product sourcing, specifications, quoting, competition pricing analysis, coordinating bespoke requests with manufacturers for private homes, corporate offices, hotels, theaters, concert halls, etc.);
- order preparation and execution, making sure architects' & designers' blueprints conform with factory requirements and standards; administration of purchasing and international shipping of furniture and other interior products, order

monitoring;

- logistics management and interaction with logistics companies in order to efficiently consolidate cargo and optimize delivery times, shipping quality control;
- working with regional dealers, promotion of priority Italian furniture brands in the regions, administering dealer orders;
- personnel product training (designers, sales personnel).

Skills: Knowledge of Purchasing Processes, Order Processing, Management of Suppliers, International Relations

**Chief import purchasing specialist · Project 21 ltd (Interior design and furniture supplies) · Moscow**

*January 2000 - January 2004 · 4 years 1 month*

- initiating new business relationships with foreign suppliers, participation in international furniture trade shows;
- product portfolio policy development (secured exclusive area sales rights and advertising budgets from several Italian manufacturers);
- solely managing all import acquisitions for residential and contract projects, formalization, finalization and administration of orders;
- providing support to sales personnel (product technical information and instructions, quoting, custom requests, manufacturing and shipping times and terms);
- logistics management and interaction with logistics companies.
- organizing company's furniture store, assisting in organization of company's trade show booths;

Skills: Knowledge of Purchasing Processes, Management of Suppliers, International Relations, Product Management

**Teacher of English and Italian languages · Embassy of Russian Federation in Rome, Italy · Rome**

*January 2000 - December 2000 · 11 months*

- teaching English & Italian languages to children of embassy employees.

Skills: Teaching, Teaching English as a Foreign Language, Teaching English as a Second Language, Language Education, Teaching Italian

**Desired industry**

- Procurement / Supply Chain

**Education: Higher**

**Moscow State University**

*Graduated in: 2000*

Faculty: Faculty of foreign languages

Speciality: linguist, teacher, translator