

Elena Shakhanova

Item	Details
Positions Held	Succession Member Programme Manager: Media Production Project Manager: Image, Video, Audio
Personal Details	Born Russia Date of Birth 06 Feb 1982 Resided Russia, United States, Australia Languages Russian, English Personal background: Former exchange student and immigrant to Australia, passionate and engaged in assisting others with environmental recovery, and educating others about God's Way methodologies, strong skills in organisation and planning
Qualifications	Certificate in Foundation Studies – Information Technology & Computer Science (<i>RMIT, 2001</i>) Certificate Provision First Aid & CPR Certificate Basic Emergency Life Support (<i>2014</i>)
Experience	Additional study Bachelor of Business – Information Systems (<i>RMIT, 2002-2003 Incomplete</i>) Advanced Diploma of Business, Advertising (<i>RMIT, 2000-2001 Incomplete</i>) Divine Truth Production Team Member – December 2010 – November 2016 Divine Truth Production Team Manager – November 2016 – present Event planning, technical support & recording Media handling Audio and video production System and structure creation for documents, data collection & storage Communication skills Morality and ethics in dealing with others Personal Assistant to Managing Director – AMPI Migration Agency – Melbourne, Australia Office procedures, office equipment handling, computer skills, formal communication skills required for face to face and over the phone liaison with clients Receptionist – AMPI Migration Agency – Melbourne, Australia Telecommunication skills, filing, computer & printing systems Sales representative – multiple roles Public relations, customer service, problem solving in high pressure situations, research for & design of merchandise, research & driving skills Participated as the company representative at local trade exhibitions Accountant assistant – Pasta factory – Melbourne, Australia Experience in banking, money handling Hospitality/ Waitress – multiple – Melbourne Australia Customer service, reliable team member, safety skills in food handling

Item	Details
	God's Way Volunteer Information Sharing Branch Collection of footage and data to document various projects undertaken by other Branches Volunteer at Family Day Care – Kingaroy, Australia 1 year