

GALINA L. NIKITINA

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Education	Master of Art in Economics SUNY AT ALBANY, Albany, NY Concentration: Finance	<i>Jan 2004 – May 2005 (Expected)</i>
	Diploma in Electrical Engineering ST. PETERSBURG UNIVERSITY OF TRANSPORTATION, St. Petersburg, Russia. Concentration: Communication. GPA: 3.55 Diploma Project: “Prospective Technological Network Communication on The Basis of IP-Telephony”. Supervisor: Associate Professor Alexey A. Pavlovsky.	<i>Sep 1998 – June 1999</i>
	Bachelor of Technology in Electrical Engineering ST. PETERSBURG UNIVERSITY OF TRANSPORTATION, St. Petersburg, Russia. Concentration: Communication. GPA: 3.52 Worked 30-40 hours/week throughout college from August 1996.	<i>Sep 1994 – June 1998</i>
Technical Experience	ASSISTANT PROJECT MANAGER/ AUTOCAD OPERATOR Cortland Glass Company, Inc., Cortland, NY	<i>July 2002 – Aug 2003</i>
	<ul style="list-style-type: none">• Contributed to the design and development of glass components for buildings.• Prepared shop drawings using AutoCAD.• Submitted project documentation to architects.• Assisted in the estimate of the project budget.• Defined material requirements based on architectural blue prints and shop drawings.	
	COMMUNICATION FIELD ENGINEER Cornell University, Ithaca, NY Communication and Information Technology Department	<i>Aug 2001 – Feb 2002</i>
	<ul style="list-style-type: none">• Installed and tested broad array of voice and data networking systems.• Performed site surveys and coverage mapping for wireless communication.• Configured and activated access points for wireless networks.• Created database matrix for monitoring and mapping the network status.	
ENGINEERING INTERN	Railroad Communication Center, St-Petersburg, Russia	<i>Summer 1998</i>
<ul style="list-style-type: none">• Designed and tested specialized railway communication equipment.• Detected malfunctions in railroad communication lines.• Analyzed the system requirements for a new communication station.		
TECHNICAL INTERN	“Lengidroproyect” Research and Development Institute, St-Petersburg, Russia	<i>Summer 1997</i>
<ul style="list-style-type: none">• Studied project organization principles and worked with AutoCAD software.• Helped in the preparation of technical drawings.• Collaborated with engineers, architect, project managers and executives.		

Other Experience	TEACHING ASSISTANT DeWitt Middle School, Ithaca, NY	<i>Nov 2000 – July 2001</i>
	<ul style="list-style-type: none"> • Provided educational support to 6th and 7th grade international students. • Developed lesson plans and prepared course material. • Graded homework. • Conducted daily sessions in Mathematics, Science and Social Studies. 	
	STUDENT ADVISOR, part-time Kaplan Educational Center, Ithaca, NY	<i>Feb 2000 – July 2002</i>
	<ul style="list-style-type: none"> • Performed computer processing of student tests and other documents. • Assisted and counseled students. • Marketed and promoted Kaplan's services in colleges. • Prepared informational presentations. 	
	SALES ASSOCIATE The Bon-Ton Fashion Store, Ithaca, NY	<i>May 2000 – July 2001</i>
	<ul style="list-style-type: none"> • Worked in a sales team. Assisted in the organization of inventory. 	
	CREW INSTRUCTOR McDonald's Restaurant, St-Petersburg, Russia	<i>Aug 1996 – Dec 1999</i>
	<ul style="list-style-type: none"> • Supervised a crew of seven workers. Trained newly hired personnel. • Motivated workers to burst daily sales. • Controlled food safety and quality standards. • Received over 40 acknowledgments. 	
Skills	<ul style="list-style-type: none"> • Windows NT, 98, 2000, XP. • Microsoft Word, Excel, PowerPoint. • XHTML, Dreamweaver MX 2004, Adobe Photoshop, Adobe Acrobat. • Auto CAD 2000i. • Knowledge of Oracle 8i DBA, SQL, FileMaker Pro, user knowledge of Pinnacle, Vantive Client. • Design, analysis and modeling of electrical and networking systems. • Operation, testing and calibration of telecommunication equipment. • Basic knowledge of DNA Client. Cisco switches configuration. • Corporate Time, Eudora; Internet. 	
Languages	Russian – native speaker, Italian – basics.	
References	Available upon request.	