



# Anna Stepanova

EA to CEO

London, UK

[View profile on Dweet](#)

## Links

[LinkedIn](#)

## Languages

English

Italian

Russian

Ukrainian

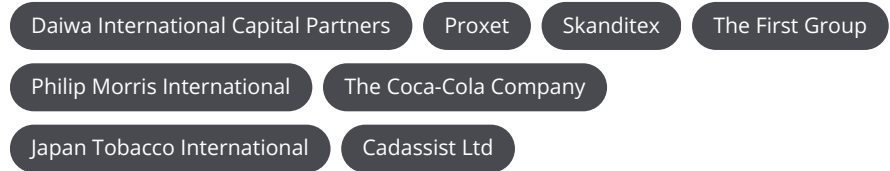
## About

- 10+ years' experience in supporting senior C-Level executives in global international companies
- 7+ years' experience managing various projects from inception to completion including developing work plans, staffing, and budgeting.
- Significant account management experience, building and maintaining relationship with clients and vendors (contract reviews and vendor negotiation)
- Experience in marketing, brand management and public relations
- Experience managing project teams up to 10 people

Working for an international FMCG and IT companies has given me an opportunity to acquire solid experience in building and executing plans successfully. Strong business acumen as well as comprehensive administration and organizational skills enabled me to deliver strategic results across different departments within the business.

Highly motivated by challenging assignments I strive to continue growing my business potential and progress professionally while contributing towards success.

### BRANDS WORKED WITH



## Experience



- **EA to CEO**  
Daiwa International Capital Partners | Nov 2022 - Nov 2023



- **Chief of Staff/EA**  
Proxet | Oct 2018 - Sep 2022



- **Business Manager**  
Skanditex | Apr 2017 - Apr 2018



- **Business Manager**  
The First Group | Dec 2015 - Mar 2017



- **Executive Assistant to CEO**  
Philip Morris International | Feb 2012 - Sep 2014



- **Hospitality Event/Project Manager UEFA EURO 2012 Ukraine**  
The Coca-Cola Company | Feb 2011 - Oct 2012



- **Executive Assistant to CEO**  
The Coca-Cola Company | Mar 2008 - Jan 2011

- **Assistant to DSO (sales)**  
Japan Tobacco International | Aug 2007 - Feb 2008

- **Assistant to Marketing Department**

Cadassist Ltd | Jan 2005 - Jul 2007

## **Education & Training**

---

2020 - 2021 ● **CIM | The Chartered Institute of Marketing**

Diploma in Professional Marketing (Level 6),

2014 - 2015 ● **Scuola Leonardo Da Vinci, Roma , Italy**

School Certificate,

2011 - 2011 ● **marcus evans group, London**

Project Management Course,

1995 - 2001 ● **Kherson State University**

Master's degree,