

# Personal Details

Name	Max Shubin
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Website	<a href="http://www.MaximShubin.com">www.MaximShubin.com</a>
Hobbies	Health and Fitness, Camping and Travel
Languages	English (fluent), Russian (fluent), German (basic)
Licenses	Open C Class License

# Personal Strengths

I am a hardworking, confident and committed professional dedicated to producing quality outcomes by working one on one with clients whilst achieving personal goals.

I have the ability to acquire and assimilate new information quickly and accurately making me highly adaptable to changing environments and able to undertake any new responsibilities with a positive outlook.

Being an open and motivated team player with strong communication skills, I quickly establish rapport and maintain lasting working relationships with others of all levels based upon mutual trust and respect.

# Qualifications and Training

2008-08-25	Google Adwords Qualified Individual <a href="#">Google Adwords</a>
2007	PHP and MySQL Certification <a href="#">MindLeaders</a>
2007	JavaScript Certification <a href="#">MindLeaders</a>
2007	CIW Certified Professional <a href="#">CIW Advisory Council</a>
2000	Bachelor of Commerce in Metal Trading <a href="#">Moscow Institute of Steel and Alloys</a>

# Technology Strengths

## Web Design

- planning, assessing target market, defining purpose and content

## Web Development

- system design, process and business flow mapping, domain setup and management, site architecture (structure, lay-out, functionality and back-end systems), programming, server configuration and security

## Additional Web Skills

- Search Engine Optimization
- PPC Campaign management
- E-commerce Sites Developing

## Development Tools

- XHTML
- CSS - Cascading Style Sheets
- PHP, MySQL
- Dreamweaver
- Fireworks
- Wordpress
- Joomla
- CorelDRAW X3
- JavaScript and XML
- IBP - Internet Business Promoter
- WordTracker
- PHP MyAdmin - MySQL Database Administration Tool
- PHPList
- PayPal Integration

# Employment History

Jan 07 - Current

[www.MaximShubin.com](http://www.MaximShubin.com)

Owner/Web Designer/Web Developer

[www.GlassesPoint.com.au](http://www.GlassesPoint.com.au)

Business Owner

- All aspects of the day to day running of the internet design and development company
- Web design and development for various businesses
- Working one on one with clients to achieve mutually beneficially results
- Directly manage all projects from inception to completion
- Ensure high rankings for client sites through various search engines
- Create and manage reporting functions

# Previous Employment

July 05 – May 08

Metecno Pty Ltd trading as Bondor, Australia

Leading Hand/Laboratory Manager

Jan 03 – Mar 05

Piemme Srl Co Salzano (VE), Moscow

Sales Engineer -Production capital equipment

May 02 – Jan 03

MB Office Equipment, Moscow

Account Manager (Foreign Companies Sales Division)

2000 – May 02

B.I.A. Clothing Company Pty Ltd, Australia

Warehouse Storeman

2000 – May 02

OLNAM, Podolsk/Russia

Orders Manager

# References

Available Upon Request

Mr Max Shubin

