

## KOSTANTINA BOURDEV

263 Snell Ct. • San Jose, CA 95123 • (408) 629-5632 • ina@kostantina.org

---

### PROFILE

- Licensed financial representative (NASD Series 7 & 63)
- Strong background in finance, marketing, business strategy, and information systems
- Unique combination of creativity and analytical skills with a high math aptitude and detail orientation
- Highly organised and dedicated, with a positive attitude
- Bright and capable of quickly learning and applying complex concepts

### EDUCATION

**M.B.A., Management Information Systems**, November 2002

**B.A., Business Administration**, July 1998

University of Sofia “St. Kliment Ohridski”, Bulgaria

### EMPLOYMENT HIGHLIGHTS (1998 – PRESENT)

#### **Quality Engineer**

Adobe Systems, San Jose, California

*Provider of digital imaging, design, and document technology platforms*

- Develop a database for automatic human face detection on digital images.
- Assist in developing new products in the Advanced Technology Group.

#### **Client Service Manager**

Devon Health Services, King of Prussia, Pennsylvania

*The Largest PPO in North-Eastern U.S.*

- Assisted two Senior Client Account Managers in handling their high priority house accounts.
- Provided key support of the implementation of a new client group software module.
- Performed market research and assembly of sales materials, such as the Group Enrollment Guide, GEO Access Reports, Disruption Reports, and Provider Nomination Projects.

#### **Office Manager and Assistant to the CEO**

ETEBA Bulgaria, Sofia, Bulgaria

*Registered Broker-Dealer, Affiliate of the National Bank of Greece*

- Developed new accounts through effective marketing, networking, professional sales presentations, and follow-up.
- Conducted market research on prospective clients and launched a successful sales initiative.
- Managed and oversaw office budgets, and served as liaison to financial officers.

### WORK STATUS

Authorised to work for any employer in the USA.

### REFERENCES

Available upon request.