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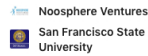
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Zoya Grishashvili · 3rd

Head of HR/ Regional Management

San Francisco Bay Area · 270 connections · [Contact info](#)

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## About

No One is good at everything, but we all have something we are great at.

I'm an extremely optimistic, well educated and highly efficient individual. I love what I do and the people... see more

## Experience



### Head of HR/Regional Managemet

Noosphere Ventures

Dec 2013 – Present · 6 yrs 3 mos

Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.

Making all global Travel Arrangements for the executives of the company.

Person Assistant to both CEO and FoundingPartner.

Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.

Account manager with various start up ventures with in company

[see less](#)



### Office Manager

EMW

Jan 2011 – Jan 2013 · 2 yrs 1 mo

San Mateo

Supply Management, Informing Others, Tracking Budget Expenses, Delegation, Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting Skills



### Office Manager

Data2Biz

Feb 2009 – Mar 2011 · 2 yrs 2 mos

San Jose

Provided high level support by conducting research, preparing statistical reports, handling information requests. Clerical functions, conference calls. Managing professional interviews and hiring events.



### Case Director

The Guardian/Park Avenue Securities

Jan 2005 – Aug 2006 · 1 yr 8 mos

San Jose

Processed submissions of new business life applications. Reviewed applications to ensure its completeness for submission to Home office Underwriting. Communicate with producers the necessary requirements to process applications.



### Office Manager

Bioxelera Inc.

Sep 2003 – Jun 2005 · 1 yr 10 mos

San Jose

Performed business administrative tasks, including answering and placing calls.

Organized executive meetings and business events, both onsite and offsite.

Proofread and editing speeches and documents.

Assisted preparing presentations using MS PowerPoint.

[...see more](#)



### Travel Agent

GA 2000 Travel Services

Feb 1999 – Jul 2002 · 3 yrs 6 mos

San Francisco

Acted as a consolidator for Alitalia Airlines. Sold and issued bulk-fare tickets for travel agencies nationwide. Solicited, completed and processed hundreds of orders from clients every week.

[Show fewer experiences](#)

## Education



San Francisco State University

Bachelor's Degree, English Language and Literature, General

## Skills & Endorsements

Office manager · 2

Jeff Spodnik and 1 connection have given endorsements for this skill

account manager · 2

Jeff Spodnik and 1 connection have given endorsements for this skill

Business Strategy · 2

Jeff Spodnik and 1 connection have given endorsements for this skill

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## People Also Viewed



Mark Watt · 3rd

Director & Acting CFO, Firefly Aerospace / Managing Partner at Kilonova Capital



Nick Andolina · 3rd

Office Associate at Noosphere Ventures



Diana Kozubenko · 3rd

International Business Development, Firefly Aerospace



William Woods · 2nd

Entrepreneur In Residence at Noosphere Ventures



Max Polyakov · 3rd

founder and CEO at EOS



Artiom Anisimov · 2nd

Space Advocate at Noosphere Ventures



Robert Tomilowitz

Executive Director at The Boeing Company



Benjamin R. Saxton · 3rd

Director, Business Development at Crackle Plus



Kseniia Konotop · 3rd

Head of Clinical Sales – Про когнитивні й психометричні України



Elena Podolian · 3rd

Hr Lead - ІТ-інтерпат

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## Recommendations

Received (0)

[Given \(1\)](#)



**Andrii Kasiun**

Frontend Engineer

September 11, 2015, Andrii worked with Zoya in the same group

I have had the opportunity to work with Andrii on one of our start up projects!. One of the most creative people I have had the pleasure to work with. Completed all tasks in a very short period of time no matter the difficulty. Great designer, would definitely recommend for any project!

## Accomplishments

3

[Languages](#)

English • Russian • Ukranian



## Interests



**AdsBridge**

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**San Francisco State University**

227,000 followers



**Noosphere Ventures**

907 followers

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Messaging

