
ANNA DOTSENKO

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Writer, Translator, Proofreader, Editor

Professional Experience

- Jun 2014 - Present Russian writer, translator, Proofreader and Editor
Freelance
Russian Writing and Translation services (Eng-Rus). Professional, literate, reliable, deadline conscious freelancer. Fast worker, great IT skills. I pride myself in my reliability, literacy and accuracy and I will meticulously research in order to return the most accurate piece of work possible.
Since 2014 year - freelancer Top-100 at Russian freelance site Advego. ru, nickname PavlenkoAnn <https://advego.ru/profile/PavlenkoAnn/>
There are a lot of writing works, including beauty-tips, house-building, text for online-casinos (Vilkan, Pharaon), slots review.
- Apr 2013 - Jun 2014 Social and HR Director Assistant
Zaporozh Transformator
- provide full secretarial support to Human Resources and Social Director
 - handle all incoming correspondence
 - prepare wide range of communications, reports and documents
 - schedule and co-ordinate meetings, appointments and events
 - prepare and distribute minutes of meetings
 - co-ordinate and follow up on interviews
 - liaise with management, candidates and external providers
 - source and collate employee data
 - maintain complete employee database

Education

- 2008 - 2012 Bachelor of FEA Manage
Classic Private University
Relevant Coursework: Consumer Behavior, Marketing Management, English, Economics, Sales Management, Business Law, Strategic Management, Micro/Macro Economics, Financial/Managerial Accounting

Summary

Hardworking literate writer and editor with over 3 years of experience creating online content. Areas of focus include online slots and casinos, beauty, finance, and other.

Computer Skills

MS Office (Word, PowerPoint, Excel), Skype, GoogleDoc, WordPress, HTML