

Miss Inga Belokurova
DoB: 16/07/1992
PoB: Riga, Latvia

Education

2010- 2014 University of Dundee MA (Hons) Town and Regional Planning (currently 3rd year student)

Courses have included:

- Town and Regional Planning
- Geography

I have currently gained understanding of a sustainable and efficient community in the urbanscape. Further knowledge includes the vitality of a Global city, in the aspect of network communications and financial investment.

As well as a significant understanding of the Government in property and urban landscape development considering environmental sustainability. This also includes policy and legislation development according to the current situation in the state and global cooperation.

2006-2010 Latreia Private School, Riga, Latvia

2000-2006 ABC Private School, Riga, Latvia

1998-2000 Japanese High School of Riga, Riga, Latvia

Work Experience

August 2012 Etrilum/SilkVenturesGroup, Shanghai, China
Intern/Marketing specialist assistant

Initial duties:

- Development and maintenance of marketing collaterals and publishing, using Adobe Indesign and Photoshop CS6
- Maintaining the image quality for Wordpress page
- Presentation material maintenance and design (posters, spec sheets)
- Contact data management for CRM

- Photography
- Marketing research

May 2009 - June 2010

SIA Aquarius Shipmanagement, Riga, Latvia Secretary/Translator

Initial duties:

- Sorting out paperwork, email correspondence, answering telephone calls
- Translating emails, documents from Russian to Latvian, vice-versa, Russian to English, Including 75 pages of Ship Safety Management Systems

Skills and Achievements:

- 2007-2008 Silk and textile painting technique course
- 2011-2012 Gained presentation and acting skills while being part of Dundee University Student Association (DUSA)
- Good IT Skills, including Microsoft word, Excel, Access, Powerpoint, as well as programming with use of Basic and Pascal coding.
- Adobe product use, including Photoshop and Indesign, Illustrator CS5/CS6
- Mac OS X use, including Final Cut X, Logic 9,
- Languages: fluent/native English, Russian and Latvian, basic Spanish, Chinese

Interests:

- I enjoy photography, including landscape, urban and event photography. Was a volunteer photographer at StAnza 2012 International Poetry Festival (StAndrews). Did non- commercial photography at Dundee Union and University sports and nightlife events. I am currently a member of Dundee University Photographic Society (DUPS)
- I enjoy filming and video editing, been a member of DUSA TV Sept. 2011- May 2012. My tasks included news presenting and script editing as well as studio technical operations and final video editing and upload.
- Outdoor sports and travelling. Including hill walking and camping.

References:

- Mr. Adam Cameron, COO, Etrilum/SVG
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