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|   | **Kotikova Ksenia**Female, 32 years, born on 16 October 1984+7 (988) 5522133 lea842004@mail.ruReside in: Rostov-na-DonuCitizenship: Russia, work permit at: RussiaNot ready to relocate, ready for business trips |
| Desired position and salary |
| **Translator**Administrative Personnel• TranslationEmployment: full time, part timeWork schedule: flexible schedule, remote workingtravel time to work: any |
| Work experience —10 years 1 month |
| December 2015 — till now1 year 4 months |  | **Subtitles translation**Translator on::http://amara.org/ http://www.ted.com/profiles/6107269/translatorhttps://translate-coursera.org http://notabenoid.org |
| July 2013 — till now3 years 9 months |  | **Webagement**Moscow, webagement.ru/Customer Service Manager**- Maintaining client's database and documentation.- Communication with clients.- Creation of reports based on clients needs.- Maintaining effective control of expenses.- Collecting and analysing data.** |
| November 2007 — July 20135 years 8 months |  | **Citibank**Moscow, www.citibank.ruGlobal Corporate Services Operation Specialist**- Key role to the business: regular reviews, internal clients management.- Systems supporting and testing.- Communication with internal and external clients.- Daily metrics review and reporting.- Creation/maintenance of procedures for the supported processes.- Expense control and optimization for the supported processes.Accounts Payable:- Control over invoice and expense claims processing.- FA annual count coordination.- Documents retrieval: internal requests support, internal&external audit support, reply for all income requests.- Vendors settlement reconciliation.Transactional procurement support:- Control over internal procurement processing. - Corporate mobile management: requests, database maintenance.- Suppliers relationship management in accordance to the existing policies and standards.- Monitoring and maintaining of supplier's database.- Resolving of vendor issues timely.- Participation in tenders: supplier selection in conjunction with Procurement.** |
| Education |
| Higher |
| 2006 | **Tomsk Polytechnic University**Graduate (Specialist) Degree with Distinction in Social and Cultural Service and Tourism |
| Professional development, courses |
| 2016 | **Translator (Eng-Rus). Cross-Cultural Communication. Diploma of Professional Retraining.** Subjects included: Study of Language, Cross-Cultural Communication, Translation Theory and Practice.Southern Federal University |
| 2016 | **Certificate in Sociology**The Higher School of Economics |
| 2016 | **Certificate in Language, Culture and Cross-Cultural Communication**Moscow State University |
| Key skills |
| Languages | Russian — nativeEnglish — Upper IntermediateFrench — basic knowledge |
| Skills | **- Ability to work with large quantity of documents.****- Accuracy.****- Literacy.****- Ability to be attentive to details and analyze situation in general.****- Computer skills: MS Office, Aegisub.****- Excellent team player.****- Ability to work under pressure and in a short time frames with a high result.** |