

## **Olga Buraya**

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**Date of Birth:** 13 September, 1987

**Marital Status:** Single

### **Education**

2011-2012 - *MA Regional Studies, Department of International Relations, L. N. Gumilyov Eurasian National University, Astana, Republic of Kazakhstan. GPA - 3.57 out of 4.0*

2005-2009 - *BS Regional Studies, Department of International Relations, L. N. Gumilyov Eurasian National University, Astana, Republic of Kazakhstan. GPA - 3.9 out of 4.0*

### **Work Experience**

August 2015 - present - *translator of medical, biochemical and pharmaceutical documents, translation agencies*

October 2016 – April 2018 – *international relations/administrative assistant, PERGAM-KAZAKHSTAN LLP, Astana*

June 2017 – September 2017 – *temporary assistant representative at the EXPO-2017 exhibition, OSCE, Astana, short-term contract*

June 2015 - August 2015 - *translator (in medicine and hospital management), AP International, UAE, remote work, short-term contract*

October 2014 - March 2015 - *Project Team Assistant, National Research Center for Oncology and Transplantology JCS, Astana*

### ***Duties and Responsibilities:***

- support in organization of meetings and activities within the framework of the project;
- preparing of analytical documents and reference information and other necessary documents;
- translation of documents related to the project implementation from English to Russian and from Russian to English;
- keeping filing and flow of documentation;
- providing administrative support to foreign experts during working visits, interpretation;
- other assignments as may be required.

June 2011 - July 2014 - *Administrative Assistant to Vice-Dean for Research*,  
School of Science and Technologies, Nazarbayev University

***Duties and Responsibilities:***

- providing full administrative support to Vice-Dean for Research;
- providing administrative support to professors of the Biology and Chemistry Department;
- support in procurement of equipment and consumables for the Biology and Chemistry Department;
- preparing requests for direct payment, reports on expenses and other supporting documentation;
- preparing of annual budgetary estimates of the Department;
- monitoring and reporting on implementation and completion of office tasks and expenditures;
- preparing of analytical documents and reference information and other necessary documents;
- translation of documents from English to Russian and from Russian to English (including documents related to medical projects - translation under medical doctors supervision);
- acting as a secretary of the office meetings, taking minutes and keeping records, archives and files in a proper format and order;
- maintenance of the Department's web-site;
- performing other duties as may be assigned by the Vice-Dean for Research.

August 2009 - February 2011 - *Consultant*, Galereya-Astana Ltd.

***Duties and Responsibilities:***

- keeping records on orders and shipment of goods to customers;
- working with database on the goods availability;
- communication with foreign suppliers;
- control of payments under the signed contracts.

**Internships**

June - July 2007 - *Ministry of Foreign Affairs of the Republic of Kazakhstan*,  
*Department of International Organizations and Multilateral Cooperation*,  
*Section of United Nations*: introductory practical training

**Languages**

Russian - native speaker

English - advanced

French - upper-intermediate (DELF B2 certificate)

Kazakh - intermediate

German - basic knowledge

**Computer Literacy**

Experienced user of office software packages (MS Word, Excel, PowerPoint etc.)

**Hobby**

Painting, graphic arts, web-programming (HTML, JavaScript, PHP - self study).