**Orange Olga**



Address: Belarus, Minsk

Тelephone: +375447944944

Skype: orangeolga2

E-mail: olgaorange1984@gmail.com

ВK: https://vk.com/olgaorange1984

**Online work experience:**

I have a good experience in Russian to English and English to Russian translations and audio to text transfer.

Client support.

Graphic design (logos, business cards, flyers, etc.).

**Offline work experience:**

01.07.2011- 7.11.2011. "Convex International GmbH" (Germany) - personal assistant and marketing specialist (translation of documents and business meetings, organization of exhibitions, record keeping, information research).

2010-2011. Olive Telekom "CEE Limited", a representative office in Belarus- leading expert in client support (translations, record keeping and client support).

2009-2010. "Stroyperspektiva" - sales specialist (full customers support from order to shipment).

**Professional skills:**

Fluent English, conversational German.

Good skills in programs: Word, Excel, CorelDraw, AdobeMuse, Power Point, Google Docs.

**Education:**

2001-2006 -The Belarusian State University (the department of international economic relations), English and German translator. Streamline courses (German - Level A2), Mr. Ball's English School. Courses "Personal Assistant" (work in Bitrix 24, mailing letters, creating and selling information products, audit of websites).

**What distinguishes me from others?**

I am always online at my working hours.

I have fast internet (at home and on my mobile devices).

I am very responsible and punctual and I do everything on time.

High quality of video and audio communication.

Perform quality work.

I have leadership skills; can take responsibility for myself and for others.

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| **Reviews (screenshots) Portfolio (screenshots)**  |
| <http://joxi.ru/LmGqpM9tp9wgAl>                                <http://joxi.ru/LmGqpM9tpzMPAl><http://joxi.ru/krD1kMzH3zKXmp>                               <http://joxi.ru/krD1kMzH3y65mp>  |
| <http://joxi.ru/Y2LpD5zs8J7P26><http://joxi.ru/a2XaYXzf75wqAg><http://joxi.ru/Dr8W9MRupWzZA6> |
| **Portfolio (Google Docs):** <https://docs.google.com/document/d/1miQVHVcfr0bMeYgns_-MFap6G-5QdiLdkLFw3PFZyOI/edit><https://docs.google.com/document/d/1e1W5Y54JEFGbHKBcLpYtfKWZYjzB-dKlwt0IoPrjzYQ/edit><https://docs.google.com/document/d/1Dx9zJIUo2XpIv0U4wD5YR3eFaUFuf1LOzYRIJJADXxM/edit><https://docs.google.com/document/d/1NwCZNmSOd2ZJ2WYp6KlixA4a6KlCvHNcEwkeqCVZPxs/edit>  |

I am sure that will your company will benefit from hiring me. Please, email me and we will discuss all the details of possible cooperation.