

Anastasia Gushchina

Санкт Петербург

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WORK EXPERIENCE

Russian Language Scholar

Reed College - Portland - August 2014 to May 2015

Responsibilities

- Teaching Russian to American students;
- Organising events on college campus;
- Preparing materials for classes of Russian;
- Translating texts of different topics to English.

Skills Used

- Skills in creating a contact with people of different temper;
- Teaching in a foreign language;
- Organisational and communicational skills;
- Analytical and research skills;
- Translating skills.

CEO Assistant

Tailored - Санкт Петербург - November 2013 to April 2014

Responsibilities

- Research and analyzing of information to fill training programs;
- Preparing materials for training programs;
- Translating texts on business topics;
- Help in solving different administrative and organizational problems of company;
- Participation in training programs and other company's actions.

Skills Used

- Organizational and creative thinking skills;
- Translating skills;
- Skills in producing clear, concise reports;
- Skills in conducting research using the internet and bibliographic databases

Journalist

Rosbalt.ru - Санкт Петербург - February 2013 to October 2013

Responsibilities

- Writing essays, reports and reviews;
- Interviewing;
- Communication with different media representatives.

Skills Used

- Creative writing skills;
- Communicational skills;
- Organizational skills;

- Analytical and research skills.

Travel Agent

Travel Agency "A-tour" - Санкт Петербург - September 2011 to August 2013

Responsibilities

- Communication with clients, picking up and selling the tours in accordance with their interests;
- Translating texts of different topics;
- Making design work (creating advertising brochure and banner);
- Writing news releases;
- Help in organization of original company's tours.

Skills Used

- Skills in creating a contact with people of different age and temper;
- Confidence in carrying out planned and impromptu presentations;
- Analytical and research skills
- Translating skills.

EDUCATION

Bachelor's in Arts and Humanities

St. Petersburg State University - Санкт Петербург
2010 to 2017