**EKATERINA SERGEEVA**

**25 years old Experience 5 years catherine.genuine@hotmail.com**

**Russian Federation**

PERSONAL STATEMENT

Bright and enthusiastic native Russian speaker with exceptional language skills in English, French and Russian. Adventurer and traveler by birth, translator and teacher by profession. Hard-working but easy-going. Optimistic and smiley. Hungry for new experiences; workoholic, genuine. Always moving on, learning and absorbing, making the most of the present moment. Goals – to share the knowledge and love, to give the good, to make the world a better place.

*Life is my career ©*

KEY SKILLS

*Languages spoken:*

Russian (native)

English (proficiency)

French (intermediate)

Romanian (beginner)

Strong organizational and multi-tasking skills

Ability to work on own initiative, under pressure and deliver to tight deadlines
Excellent communication and interpersonal skills

Sound understanding of correct use of grammar and punctuation

Fine style of writing

Logical thinker

High level of computer literacy, accuracy and attention to detail

Flexibility, honesty and reliability

Self-motivated, attentive, responsible and hard-working

EDUCATION

Penza State Teacher Training University (faculty of foreign languages) 2006-2011

Master's degree in teaching English and French (first*-*class honours)

Professional qualification in translation

Multiple National Academic Competitions winner (in English and Russian languages)

English Language course (Advanced level) at London Language Centre

English Language course (Proficiency level) at London Meridian College

WORK EXPERIENCE

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| **Year** | **Position** | **Location** |
| June 2007 – August 2007 | Nursery Teacher-Trainee | Kindergarten, Penza, Russia |
| June 2008 – August 2008 | Children Activities Manager | Summer Camp, Penza region |
| Sep’2008 – Dec’2008  | Guide | Art Gallery, Penza , Russia |
| Jan’2009 – May 2010 | Teacher-Trainee of English  | Secondary School, Penza, Russia |
| June 2010 - July 2010 | Children Counselor | Hotel, Alanya, Turkey |
| August 2010 – May 2011 | Tutor of English and French | Private lessons, Penza, Russia |
| July 2011 – Dec’ 2011 | Group Coordinator | Oxford Brookes University, UK |
| Jan’2012 – July 2012 | Translator | Language Services, London, UK |
| July’2012 – Jan’2013 | Translator | Global Transport Forum, London, UK |
| August 2012 – Feb’2013 | Interpreter | Design Studio, London, UK |
| March 2013- Dec’2013 | Translator | Grain Company, Penza, Russia |
| Dec’2013 - May 2014 | Front Desk Manager | Hotel, Koh Phangan , Thailand |
| June2014 – Nov’2014 | Translator | Fresh Plaza, Tholen, Netherlands |
| Nov’14 – Feb’2015 | Guest Service Manager | Resort, Freeport, Bahamas |

HOBBIES & INTERESTS

Travelling (Europe, GB, Russia, South-East Asia, the Caribbean)

Yoga (seven years of practice)

Self-development

Reading and cinema