**Ekaterina Wood**

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**Summary**

 Well presented with excellent written, verbal, organizational and interpersonal skills, able to communicate in a friendly, collaborative and diplomatic manner.

I am a native Russian and have total fluency in English and Spanish.

**Core Qualifications**

 • An energetic individual

 • Responsible and reliable

 • Good organization and prioritization skills

 • Self motivated, proactive & hardworking

 • Ability to listen and communicate

 • Good IT skills.

 • Eligible to work in the US

**Professional Experience**

2010-2012 **Simonelectric Inc Duties:** Manage staff

 Yekaterinburg, Russia Prepare work schedules

 Store manager Implement departmental policies

 References- available upon request Plan and direct sales promotions

2010-2012 **Vash Repetitor Inc Duties:** Follow ethical codes

 Yekaterinburg, Russia Translate diverse materials

 Russian-English translator and teacher Proofread, edit and revise translated materials

**Education and Training**

2010 **Ural Federal University**

 Yekaterinburg, Russia

 Bachelor’s degree in translating and interpreting (Russian, English, Spanish)

2010 **Ural Federal University**

 Yekaterinburg, Russia

 Bachelor’s degree in economics

2009 **University of Seville**

 Seville, Spain

 Translating and Interpreting

 Studied for a year in Spain as part of an exchange program.