**Ekaterina Wood**

Cell: 214 414 5160 / 774 722 9418

Email: ekaterina.wood@yahoo.com

**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.