**Smirnova Elena**

Date of birth: 09/25/1981

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**Education**

**Higher education:**

**1999-2004** – Herzen State Pedagogical University, St.Petersburg, Russia. Diploma in linguistics (foreign languages).

**Courses:  
2009-2010 –** Peter the Great St.Petersburg Polytechnic University, "Web-development". **2005** – Business french, Alliance francaise. Certificate of the Chamber of Commerce and Industry of Paris.

**SKILLS**French – fluent   
English – advanced  
Lithuanian - intermediate   
Spanish - basic skills  
Russian - mother tongue

MS Office (MS Word, MS Excel, PowerPoint)

**EXPERIENCE  
  
July 2014 – present** – **Freelance translator** (french, english).

**April 2013 – June 2014 – Assistant GD /Translator  
OOO «Shopping Center Management International» (management of the shopping center Piter Raduga in St.Petersburg, Russia)**

Handle miltifaced tasks related to the management of SC: communication with technical, economic and legal departments in order to provide response to information requests, calls transfer, assisting General Director on various day-to-day tasks, maintenance of tenants’ database, checking bills and contracts, translations.

Functioned as primary liaison to tenants’ and customers. Follow up projects with partners, effectively ensuring their functioning. Purchase supplies and manage office expenditures.

**2012 – 2013 - Freelance translator**

Successfully work on translation projects individually and as a team member.   
Awardee of the competition for young translators "Sensum de Sensu".

**January 2006 — November 2012** – **GD assistant/office manager/translator**  
**OOO «Admiralteystvo» (construction, exhibitions, St.Petersburg, Russia)**

Search of information, analyze and prepare of reports in terms of economic and marketing issues. Contracts and technical documents translation into three languages. Interpretations during negotiations and organization of art exhibitions in Russia and abroad (Monaco). Full administrative office support.

**October 2007 — May 2008** – **regional GD and Financial Director assistant (part-time)  
French company «Siberic» (industry systems, St.Petersburg, Russia)**

Supervising a team of five technicians on site (two hypermarkets Auchan in St.Petersburg). Coordination of all maintenance service functions, cooperation with hypermarket direction in terms of ensuring smooth functioning of Auchans’ air-conditioning and refrigeration equipment and providing high quality and urgent service.

Seach, purchase and follow up the delivery of spare parts. Complete informational and administrative support of direction. Translation, interpretation, payroll, cost calculation and marketing/financial reports.

**March 2005 — January 2006** – **secretary/ GD assistant  
ООО «West Coast’s Lines»** (**shipping, St.Petersburg, Russia)**

Provide administrative support within office, handle phone calls. Smoothing and resolving conflicts with customers and crew. Developed and updated the database of crew members.