**Name**: Karina Penn

**Address**: 1630 N.McCarthy Rd

Appleton, Wisconsin

54913

**Email:** [kalexandrovna@gmail.com](mailto:kalexandrovna@gmail.com)

**Phone number :** (773)255-7229

**Languages**:

Russian – Native

English – Fluent

Spanish – Beginner

**Professional field**:

Linguist/ Interpreter / Translator

**Academic Background**:

2002 – 2007 - Baltic University of Foreign Languages & International Cooperation**,**

Saint-Petersburg, Russia

Bachelor’s Degree in Interpretation/ Translation

**Work Experience**:

2008 – May 2011 – Translator of texts, contracts and tenders in the following fields:

Technology, Science, Oil and Gas Industry, Construction Engineering and Piping, Chemistry and Production for many International companies and projects in Russia.

On-site interpreting for European Businesses.

April 2008 – August 2010 – Teaching employees of an IKEA branch English.

July 2007- Jan.2008 – Carnival Cruise Lines

June 2005 - July 2007 - Orient Express Hotels Trains and Cruises, Grand Hotel Europe in a position of Front Office Receptionist. Duties:

- To satisfy Guests’ needs, requests

- To respond quickly and efficiently Guests’ demands

- Organizing the efficient work of the shift in order to provide with best service

- Cashier operations

- Check-in & Check-out procedures, making reservation

- Group Handling

**Computer skills**:

Advanced PC user (MS Office: Word, Excel, Access, MS Outlook, Russian Style, Fidelio, Micros)

**Professional skills**:

* Practical skills in both written and verbal communication
* Able to cooperate with wide range of people from different cultural backgrounds
* Provide excellent customer service
* Ability to perform under pressure and handle stressful situations well