**PERSONAL INFORMATION**
Karolina Shatalova
15v, Lenin Avenue
Tomsk, 634028, Russia
Phone: +7 913 811 36 67

Date of Birth: 01.03.1993
Marital Status: single

**OBJECTIVE**
Obtain employment in translation industry that will allow me to further upgrade and diversify my translation abilities.

**EDUCATION**
Karaganda State University named after E. A. Buketov
2011-2015 Bachelor’s Degree in Social-cultural services

Tomsk State University

2016-2018 Master’s Degree in Linguistics (professional-oriented translation)

**WORK**
Receptionist, translator, private tutor

**EXPERIENCE**
Hotel “Miss Mari”

*October 2015-June 2016*
Duties: check-in and check-out of guests, cash handling, working in the accounting application “1C”, advertisement, barman and cooker duties.

E-shop “Siberian birch bark”

*2017*

Duties: translation of products description, creating catching slogans

*2015* - *till now* - work as a private tutor of English language

**LANGUAGES**
*ENGLISH* Fluent reading, writing and speaking ability. Qualified as a translator.

*RUSSIAN* native language

**OTHER SKILLS HOBBIES & ACTIVITIES**
Computers, Microsoft Word and Excel Typing, fax, SMARTCat, Theatre, music, tourism,