Resume

Katharina Verman

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15.01.1987

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Position applied for: translator

Education: 2004-2009 - Zaporozhye University of Humanity, Bachelor’s degree in translation, Master Degree in Foreign Philology

Field practice: Motor-Sich Plant, Zaporozhye Transformer Plant

2011- 2014: Premium Engineering Company LTD

Position: referent- translator, interpreter

Duties: translation of contracts, translation of website, interpretation on phone, technical translation

2009-2011 – Zaporozhye Region Universal Scientific Library named after A. M. Gorky

Position: bibliographer

Duties: writing annotations, finding interesting articles, and then filling them into catalogue, library assistance

Other experiences:

* Languages: English, German, Ukrainian, Russian
* Good practical knowledge of Microsoft Office, Power Point, Excel, Internet, Skype, ability to operate without assistance;
* Ability to learn quickly in the changing environment;
* Good coordination skills;
* Analytical and creative approach to the work.