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## OLHA SHUBINA

ENGLISH-UKRAINIAN  
INTERPRETER, RECEPTIONIST,  
MANAGER

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### OBJECTIVE

I am a punctual, self-motivated, responsible and hard-working person. I am a reliable team worker and adaptable to challenging situations. I am able to work well both in a team environment as well as using own initiative. I am always enthusiastic to learn and undertake new experience.

### CONTACT

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KATO HALIKAS 12, 81100,  
Mytilene, Greece

### ACTIVITIES AND INTERESTS

• Art • Reading • Travel

## EXPERIENCE

### COMMERCIAL PROPERTY MANAGER, SHOPPING AND ENTERTAINING MALL, MYKOLAIV, UKRAINE

MAY 2006-PRESENT

Retail market research, searching of new potential tenants, negotiating of the commercial conditions, preparation and conclusion of the lease agreements (Ukrainian/English), monitoring of the compliance of the terms of the contracts, monthly calculation and invoicing of the rental payments, daily reports to the owner about payments, preparation of monthly financial reports.

### TRANSLATOR, MARRIAGE AGENCY, MYKOLAIV, UKRAINE

MAY 2005-APRIL 2006

English/Ukrainian (Russian) writing and oral translations

## EDUCATION

### APPLIED LINGUISTICS

Ukrainian National Shipbuilding University  
Mykolaiv, Ukraine, 2000 – 2004

## KEY SKILLS AND CHARACTERISTICS

- PC experienced user • MS Office • Ability to work collaboratively as part of a team • Meticulous attention to detail
- Poised under pressure