Smirnova Yana Valerievna

·30 years old (December, 9 1985)

·female

·Residence address: Russian Federation, city of Viazma

+7 961 1347239

y\_sidletskaya@hotmail.com

Position desired:

Distant translator (Russian)

Desired salary: agreement base.

Job: part- time job

Work schedule: remote working

Education: 2008 State university of Smolensk

Teacher of English, graduated with honors

Language skills:

Russian — native

English — fluent

French –second foreign language

Further training, courses:

- 2009 PC courses, MS Office 2003

Moscow center of professional orientation and psychological support, certificate

- 2013 Material Advanced Course. LG Electronics Corporate Learning Center, South Korea

Tests, exams: 2010 TOEIC

Moscow representative office TOEIC, 937 points

Working experience: more than 10 years

- August 2008 — till present

LG Electronics RUS

Leading purchasing specialist

- July 2009-September 2012 – translating bureau of Viazma, (written and oral translation, English)

- September 2006 — June 2008

Private School of English language

Teacher of English

- October 2014 – till present

Distant translator, copy writing, rewriting (being on a maternity leave)

About me:

Professional skills: fluent English, knowledge of ERP (Enterprise Resource Planning System) - SAP); Windows MS, MS Word, Excel MS, Internet Explorer MS, Microsoft PowerPoint, Adobe Acrobat etc.

Personal skills: self-motivated, hardworking, persevering, stress resistant. No bad habits.

Citizenship: Russian