

# ZAITSEVA ANNA



**Date of birth:** June 24, 1992  
**Citizenship:** Russia  
**Address:** Sevastopol, 5 Shostaka str., apt.33  
**Contact information:** +79787292156  
zaitsevahanna@mail.ru

**Objective:** position of Translator (English),  
localization manager

**Salary:** from 20000 rub.

**Employment type:** full time, part time, remote working

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**Prof. skills:**

- language skills (English - proficiency, Spanish - advanced)
- written translation
- editing and proofing
- competent user of PC
- data retrieval through the Web
- business and communication skills

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**Education:** **Kyiv National Linguistic University (2009 – 2013), Kyiv**  
Degree: philology, specialist of translations (English - Bachelor)

**Kyiv National Linguistic University (2013 – 2014), Kyiv**  
Specialty: "Translation (English)- Master of Arts (Translation),  
philologist, interpreter- translator of the English and the Spanish  
languages (Master- Diploma with honor)

**Courses:**

- English language courses: «Linguist center» (2004 - 2009)

**Certificates:**

- Cambridge ESOL Level 1 Certificate in ESOL International: FCE Level B2 № 0024678164 issued 11/08/2009
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**Experience:**

**Freelance**

**Tutor of English, Spanish languages on**  
<http://spb.repetitors.info/> (March 2012 - July 2015)

**Duties:**

- Providing tutoring services for all aged students (from 6 years old), any level - from beginner to advanced. Exams: CALE, TOEFL, other tests

**Translation agency "Antey", Kyiv**  
**Translator** (June 2013 - September 2013)

**Duties:**

- Translation of documentary, web-sites, broad themes texts

**Travel agency "Romantic travel", Kyiv**  
**Secretary-translator** (February 2013 - April 2013)

Duties:

- Creation and translation of tour packages for foreign clients
- Liaising with clients

**«United Maritime Agency», Sevastopol**  
**Crewing manager** (July 2015 r. - present time)

- Liaising with foreign clients
- Working with clients database
- Working with office equipment

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**Pers. qualities:**

- high learning abilities
- readiness for professional development
  - details and results orientation
  - ability to plan and manage time
  - promptness
  - responsibility
  - accuracy
  - stress resistance
  - teamwork skills

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**Languages:**

Russian - fluent,  
Ukrainian - fluent,  
English - proficiency,  
Spanish - advanced