

# Olga Burchik

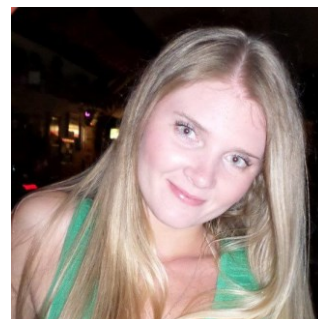
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## Curriculum Vitae

### Personal information

Date of birth: 23.08.1987  
Marital status: Single  
City of residence: Thessaloniki, Greece



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### Work experience

09/2015 – 06/2016: **Aristotel University of Thessaloniki  
School of Modern Greek language**  
Courses of Greek language (level B2 and C1)

05/2012 – 07/2015: **M-Expert, medical services company (Munich, Germany)**  
Translator and patient coordinator

- Organization and coordination of medical treatment for Russian citizen in Germany
- Translation of medical reports from German to Russian and vice versa
- Telephone and email conversations with hospitals and clinics of Germany

08/2011 – 05/2012: **Grand Hotel Sharm (5\*) (Sharm el-Sheikh, Egypt)**  
Receptionist & Guest Relation Officer

- Translation for Russian-, English and German-speaking guests.

10/2010 – 08/2011: **Sunrise Diamond Hotel Sharm el-Sheikh (5\*) (Sharm el-Sheikh, Egypt)**  
Receptionist & Guest Relation Officer

- Translation for Russian-, English and German-speaking guests.

07/2009 – 08/2011: **Translation company “Sibiria” (Krasnoyarsk, Russia)**  
Russian-English-German Translator

- April 2010 – July 2010

**Interpreter for members of staff of company “Herrenknecht AG” during tunnel building №5 in Sochi** (oral technical translation)

- February 2010

Interpreter for employees of “Luft Hansa” company.

09/2008 – 12/2008: **Cultural and Historical Center (Krasnoyarsk, Russia)**  
**(University practice)**  
Translation of documents from German and English to Russian

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## Education

Since 09/2015: **Aristotel University of Thessaloniki**  
**Department of German Language and Literature**

- Principal subjects: German Language and Philology

09/2004 – 06/2009: **Krasnoyarsk State Pedagogical University, Faculty of Foreign Languages, Department of German Language**

- Principal subjects: translation, linguistics and intercultural communication (German and English)
  - Qualification awarded: Diploma Linguist and Translator
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## Additional skills

**Advanced user of Fidelio Hotel Management System**

PC (MS Office: PowerPoint, Excel, Word, Outlook, Windows)  
Business correspondence in English, German and Russian

**Language skills:**

Russian – mother language  
Greek – fluently spoken and written  
English – fluently spoken and written  
German – fluently spoken and written

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## Hobby

Aerial acrobatics, travelling.