

Mob.: +7-926-236-43-18 (WhatsApp, Viber)
e-mail: beinterpreter@gmail.com
Moscow, Russia

Tatiana Tverdunova

Native Russian translator in the field of professional communication (English-Russian),
Foreign suppliers cooperation specialist.

Objective

- Business correspondence in English in fields of professional communication;
- English-Russian translation: professional texts, letters, documents;
- Foreign suppliers cooperation: communication, negotiation, purchasing process management;
- Freelancer. Remote project work.

Education

Moscow State University.
Foreign Languages Department, majoring in translation in the field of professional communication (English).
Graduation year: 2006.

Moscow State Textile University.
Engineer, majoring in fabrics coloring.
Graduation year: 2000.

Novosibirsk State Teachers' Training University.
Majoring in physical training for people with health disabilities (yogatherapy).
Graduation year: 2015.

Work experience

August 2000 – Present

I have more than 15 years of experience in foreign suppliers cooperation and import purchasing in Fashion Industry ("VASSA&CO" brand), textile and clothing production.
Duties:

- business correspondence in English: purchasing orders management, current issues solving;
- foreign exhibitions' visiting: material selection and communication;
- foreign suppliers negotiation.

I have an extensive experience in cooperation with European and Asian suppliers.

Key skills	<ul style="list-style-type: none"> • Business correspondence in English in fields of professional communication; • English-Russian translation: professional texts, letters, documents (mainly in fashion industry, travel and adaptive physical training (yogatherapy)); • Purchasing process management (in English); • Foreign suppliers negotiation (in English).
Additional skills	<ul style="list-style-type: none"> • Experience in managing, ability to make decisions; • Long-term experience in remote work, ability to work independently; • Extensive experience in self-discipline and self-organization; • Advanced PC user; • Experience in yogatherapy training.
Business qualities	<ul style="list-style-type: none"> • Careful attitude to projects; • Accuracy and responsibility in combination with creative approach; • High level of self-organization and professionalism; • Always in touch and ready for dialogue.
Personal qualities	<ul style="list-style-type: none"> • Mindfulness; • Honesty; • Responsibility; • Sociability; • Friendliness.
Personal details	<ul style="list-style-type: none"> • Nationality: Russian; • Date of birth: 03.11.1978; • Languages: English; • Marital status: Married; • Hobbies and life-style: traveling, yoga practice and meditation.