**Curriculum vitae**

**Olga Kornienko**

**PERSONAL INFORMATION:**   **Date of Birth:**June 9, 1991   
**Place of Birth:** Zaporozhye   
**Citizenship:**Ukrainian   
**Gender:** Female   
**Telephone number**: 096 436 64 27  
**E-mail**: Olya\_koro09@rambler.ru

**EDUCATION:**  
2009-2014 - Faculty of Foreign Languages

Zaporozhye National University (ZNU), Ukraine

**EMPLOYMENT HISTORY:**  
Interpreter, specialist of the international department

2014 – Present  
Zaporozhye State Medical University  
  
**RESPONSIBILITIES:**  
Translation of official documents.

Correspondence with University partners.

Communication with foreign students and solving their problems.

Conducting of telephone negotiations.

**PROFESSIONAL SUMMARY:**

Qualified professional English/French translator with excellent communication and interpersonal skills. Hard-working, friendly and a team player.

**SKILLS:**   
Good communication skills, both written and verbal   
Good negotiation and interpersonal skills   
Strong organizational and analytical skills   
A high standard of computer literacy

**OTHER STRENGTHS:**  
Cultural awareness and sensitivity  
Exceptionally professional demeanor  
Ability to work in a fast paced environment and multitask