**Curriculum Vitae**

**Anastasia Pecheniuk**

16 Esenina Street • Belgorod • 308036 • Russian Federation

Phone: +7(915)527-39-42 • e-mail: pechenyuka20@mail.ru

**OJECTIVE**

Seek the Position of Interpreter/Translator

**SUMMARY OF QUALIFICATIONS**

* Certified proficiency in English.
* Excellent written English.
* Proven ability to translate complicated texts and official documents.
* Excellent communication and presentation skills in both English and German.
* Excellent team working abilities together with an innate diplomacy.
* Excellent computer skills (Internet resources, MS Office, Word, Outlook, Power Point, SmartCat).
* Highly motivated and results oriented with the ability to plan ahead.

**PROFESSIONAL EXPERIENCE**

**ARCE contact center:** July 2015 – Present

**Position:** Interpreter, Translator

**Duties:** Provide interpretation and translation, field calls, consult russian and foreign citizens

**EDUCATION**

Belgorod National Research University

Institute of Cross-cultural Communications and International Relations (2010-2015)

Diploma in English and German

Qualified as linguist, English and German interpreter and translator

**SECIALIZATION COURSES**

Development of competence on the minor program “Intensive course of foreign language communicative grammar (German)”

Document Management with usage of program “1C: Document Flow” + “KAMIN: Personnel”

**FOREIGN LANGUAGES**

English: Fluent reading, writing and speaking ability.

German: Good reading and translating ability.

**EXTRA INFORMATION**

**Date of Birth:** December 29, 1993

**Marital Status:** Not Married, No children

**Personal Characteristics:** self-organised, accurate, attentive, broad-minded, cooperative, motivated, independent, hardworking, patient, reliable, responsible.