

Objective

As a recent university graduate with a passion for meaningful contributions, I am looking for a company where I would be able to learn, improve my skills and gain new ones. With solid academic achievements I possess critical thinking, adaptability and effective communication skills. I am a fast learner, keen on acquiring new techniques and technologies to drive project success. Excited to join a dynamic team and make a positive impact.

Skills & Abilities

I possess a wide range of valuable skills that contribute to my effectiveness in various areas. With expertise in Microsoft Word, Excel and PowerPoint, I can create polished documents, analyze data and deliver compelling presentations. Being a native Russian speaker and having a decent level of French I can translate and communicate across diverse cultures. Additionally, I am proficient in using Memsources, a powerful translation tool, to optimize workflows. I also excel in conducting research, crafting insightful reports and continuously seeking opportunities for growth.

Education

Tver State University – Bachelor's degree in Foreign Regional Studies

Sept 2019 –
July 2023

- This degree covers a wide range of disciplines aimed at in-depth study of socio-economic, political, historical, and cultural aspects of the region of specialization. A distinctive feature of the program is the linguistic training in the fields of economics, marketing and international relations, practical study of the basics of translation and business documentation.
- I managed to master the skills of analytical and project work, as well as to form the basic skills of research activities throughout the entire period of study and successfully completed this degree with honors.

Experience

All Russian State Library For Foreign Literature – Internship

Mar 2023 –
Apr 2023

During the internship, I performed the following tasks:

- classification of books according to the Dewey system, work with the BiblioJet software, work with the database of periodicals, work with online library resources;
- advising readers on book collections and the library's program of events;
- work with materials in Russian and foreign languages;
- work within the framework of cultural, educational and research activities of the library;
- assistance in maintaining social networks of the Cultural Center;
- assistance in organizing the Annual festival "Days of Francophonie" in the library

I acquired the following competencies:

- conducting discussions and participating in working negotiations, including in foreign languages;
- performing oral and written translation work;
- rational organization and planning of my professional activity;
- search and processing of the necessary information using electronic means.