

Maria A. Gavrilenko



Personal Data

Age: 26

Date and place of birth: May 25, 1984, Nakhodka city, Russian Federation

Marital status: Single

Current residence, Xiamen City, Fujian Province, China

Contact info:

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Objectives

To obtain an attractive position in the spheres of international business relations, cross-cultural management and communication, import-export trade, where I can fulfill my personal abilities and experience to contribute to the efficiency and profitability of the company, along with personal development

Education

- 2001- 2007 The Institute Of Oriental Studies, Far East National University, Vladivostok, Russian Federation
Major – China Studies, Regional Management And Cross-Cultural Communications
Degree – Master
Qualification obtained – Oriental Regionologist, Translator/Interpreter to/from Chinese, English
- 1999 – 2001 College Of Far East National University, Nakhodka, Russian Federation
Major – English Philology
- 1991 – 1999 Secondary and High School

Additional Training and Courses

- Sept. 2005 – Chinese As A Foreign Language, Xiamen University, Xiamen City, Fujian Province, China
Jul. 2006
- Jul. 2002 - Chinese As A Foreign Language, Dalian University Of Foreign Languages, Dalian City, Liaoning Province, China
Aug. 2002
- Jun.-Jul. 1998, English As A Foreign Language, Canadian College Of Business And Language, Victoria, BC, Canada
1999

Job Experience

Apr. 2008 –
present

position Sales & marketing manager
organization Xiamen Pagoda-Build Co., Ltd/ Future City LTD
responsibilities Sales and product marketing in natural stone industry, order follow-up, customer relationship management, quality control assurance, arrangement of transportation/logistics, coordination of production department team, coordination of company strategy planning work-force team

Oct. 2007 –
Apr. 2008

position Purchases Manager/Translator
organization Citykids Co., LTD, Quanzhou, China
responsibilities Managing the full production cycle (garments industry): market monitoring, allocation of orders, price negotiation, quality control, transportation management; translation of documentation

Oct. 2006 – English teacher – individuals, businesses (Dell, TAECO) and early education schools
 Oct. 2007

position On-Line Coordination/Promotion Manager
organization NumberOneMusic.com, Vladivostok, Russia
responsibilities Managing on-line promo-actions, handling correspondence between the company and clients, training and testing the new-coming staff

Mar. – Jul.
 2006

position Translator And PR-Manager
organization “Havana” Latin Bar, Xiamen, China
responsibilities English-Chinese translations, managing clients relations, assisting the work of general management

Sept. 2005 –
 Jun. 2006

position English Teacher
organization Xiamen University, “Ideas” Bilingual Pre-School, Xiamen, China
responsibilities Managing language classes for graduate/undergraduate students and pre-school children

Jul. 2005

position Chinese-Russian Translator/Interpreter
organization Neo-Light Materials Company “New Technologies”, Vladivostok, Russia/Harbin, China
responsibilities Chinese-Russian translations, participation in business negotiations

Sept. 2004 –
 Jun. 2005

position Merchandiser
organization Unilever (Russia) Co., Ltd., Vladivostok, Russia
responsibilities Providing appropriate conditions for release of the goods, managing promo-actions

Jun. – Aug.
 2004

position Distributor/Sales Manager
organization “Corall”, Vladivostok, Russia
responsibilities Managing direct sales, informational provision for the clients, promo-actions

Sept. 2002,
 Sept. 2003

position Volunteer interpreter And Assistant
organization Vladivostok International Film Festival “Pacific Meridian”, Vladivostok, Russia
responsibilities Providing Russian-English-Chinese translations, media contacts, maintaining informational provision, assisting in the organization of various events within the festival

Languages Knowledge

Russian – native
 English – fluent (reading, writing, speech)
 Chinese (Mandarin) – fluent (reading, writing, speech)
 Spanish – beginner level

Computer & Technical Skills

MS Windows, MS Office, major internet browsers, multimedia files management, CAD, web research

Self description

Experienced in working in multinational/multilingual team, skills of international business communication, market research and monitoring work, consulting, problem solving, business relations establishment, product promotions. As a person, communicative, energetic, diplomatic, self-confident, ambitious, creative and innovative in work, possess high learning and self-development abilities

All licenses, certificates and references can be provided upon the request