Resume

**Name:** Zdorichenko Daria

**Sex:** Female

**Date of birth:** November 16, 1995

**Age:** 20 years old

**Nationality:** Russian

**Citizenship:** Uzbekistan

**City:** Tashkent

**E-mail:** Daria.z1995@mail.ru \ Daria.z1611@gmail.com

**Duty:** Office manager, administrator

**Employment:** Full

**Previous work:** tour operator and translator in Ltd. Turan Travel Service , manager in foreign company Sezam Group

**Education:** 1) Academic lyceum under Tashkent Railway Engineering institute (Exact sciences)

 2) Tyumen State University (tourism, external student)

 3) The Gymnasium of English Language

**Foreign languages:** English (upper intermediate), Russian (mother tongue, advanced), Norwegian(beginner), Italian (beginner)

**Personality:** responsible, punctual, conscientious, attentive and careful, disciplined, hardworking, creative, self-organized.

**Knowledge of PC**: MS Word, Excel, CorelDraw (basics), Photoshop (basics), Sony Vegas Pro 12 (basics), Internet.