

CURRICULUM VITAE

PERSONAL DATA

Name Iuliia
Surname Ivlieva
Date of birth 2 of August 1988
Address Lobnenskaya, 15/1, 264, Moscow, Russia
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EDUCATION

01.2013 - 04.2014 MBA in Cultural Management, University of Salamanca, Spain
09. 2005 - 06. 2010 Bachelor's Degree in Translation and Intercultural Communication,
Faculty of Romance and Germanic Philology, Voronezh State
University, Russia

SUPPLEMENTARY EDUCATION

08. 2009 Certificate DELE, Cervantes Institute, Spain
06.2008 Summer courses of Spanish language, University of Leon, Spain
05. 2007 Certificate Intensive Course of English, American British Center,
Moscow, Russia

WORK EXPERIENCE

12.2014 - present **Content manager/Translator, LLC "Media Israeli Group", Israel**
– Translation of articles (EN-RU), copywriting, administrative
work, social networks managing
06.2014 - 10.2014 **Assistant Director, Production Center "Amedia", Moscow, Russia**
– Assistance in coordination of filming process, controlling of
schedule, arranging logistics, translation/interpretation
(RU-EN, EN-RU)
04.2013 - 09.2013 **Translator-Freelancer for European Volunteering Service project,
Voronezh, Russia**

- Translation of UN reports and some fragments of European Commission database of volunteering organizations (EN-RU)

02.2013 - 11. 2014 Content manager/Translator, LLC "Profilaktika", Russia

- Translation of articles (EN-RU, ES-RU), maintenance of correspondence with various institutions, administrative work, social networks managing

04.2011 – 09.2012 Client Care Manager/Translator, LTD "America", Voronezh, Russia

- Client assistance via electronic means of communication, claims management, working with administration of the site, translation of web pages (EN-RU, ES-RU), maintenance of correspondence with colleagues from the USA, UK, Germany and China

07.2010 - 03.2011 Administrative Assistant, Educational Center "Mariol", Voronezh, Russia

- Direct client assistance, phone conversations, providing information about the services of the center, organization of the working day of employees, invoicing, billing

10.2007 – 12.2009 Translator, LLC "Komponent A", Voronezh, Russia

- Translation of texts on different topics (contracts, invoices); maintenance of correspondence with clients (RU-EN, EN-RU)

FURTHER INFORMATION

LANGUAGES

Russian - native speaker
 English - fluent
 Spanish - fluent
 Polish - intermediate

TECHNICAL SKILLS

Work on PC: MS Office, Internet
 Advanced user of electronic means of communications

INTERESTS

Arts, music, literature, learning languages, traveling