**Maria Malai**

**Nationality: Greek, ID: AI 855732;**

 **EU citizen, Passport №: AI2876078**

**Social Insurance №: 1262658**

**Address: 21 Aggelou Sikelianou Str., Fl. 211**

 **8020 Paphos, Cyprus**

**Telephone: +35796289217**

**email: maria.malay89@mail.ru**

**Personal information:**

Date of birth: 25.11.1989

Age: 27

Place of birth: Mariupol, Ukraine

Native language: Russian

Education: Mariupol State University

 Department of Translation (2007-2011)

Direction: Philology

Degree: Bachelor

Qualification: Translator (English, Greek)

**Experience:**

Organization: Elysium Beach Resort

Address: Paphos, Cyprus

Working period: 01.06.2012 – 31.10.2012 (seasonal contract)

Position: hostess, cashier

Duties: customer service, preparation of bills

Organization: Elysium Beach Resort

Address: Paphos, Cyprus

Working period: 30.03.2013 – 31.10.2013 (seasonal contract)

Position: hostess, cashier

Duties: customer service, preparation of bills

Organization: A&P Language Institute and Translation Center

Address: Limassol, Cyprus

Working period: 14.11.2013 – 31.12.2014

Position: translator (English, Greek Russian, Ukrainian)

 receptionist

Duties: translation of documents, technical/medical/legal texts,

 brochures, websites, books;

 reception duties (greeting customers,

 receiving phone calls, preparation of translated

 documents for certification)

Organization: “Anglomir” Linguistic Center

Address: Togliatti, Russia

Working period: 10.02.2015 – 25.05.2015

Position: teacher of English

Duties: teaching English to children and adults

Organization: Net2share

Address: 16 Banykina Str., Togliatti, Russia

Working period: 25.05.2015 г. – 23.08.2015 г.

Position: freelance translator (English/Spanish to Russian)

Duties: translation of mobile applications

Organization: Krasnodar School of Foreign Languages

Address: Krasnodar, Russia

Working period: 30.10.2015 – 06.04.2016

Position: teacher of English

Duties: teaching English to children and adults

Organization: Elysium Beach Resort

Address: Paphos, Cyprus

Working period: 07.05.2016 – 31.10.2016 (seasonal contract)

Position: hostess

Duties: customer service

**Professional skills: - working with tourists**

 **- English/Greek/Spanish to**

 **Russian/Ukrainian translation**

 **and vice versa**

 **- Teaching English**

 **Languages: - Russian (native language)**

 **- English (advanced)**

 **- Greek (upper-intermediate)**

 **- Spanish (pre-intermediate)**

 **- Ukrainian (advanced)**

**PC skills: - MS Word**

 **- network**

 **- excellent typing skills in English and Russian**