**R E S U M E**

 **Natalia Käkenen**

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**Summary:** self-motivated, responsible, reliable. Good language style, excellent writing and self-expression skills

**Languages:** russian (native), english (fluent), estonian (fluent), portuguese (fluent), italian (basic)

**Education:**

2006-2009 Mainor (Estonian Entrepreneurship University of Applied Sciences, Tallinn, Estonia) B.Sc.in business management, tourism

1991-1993 Tallinn University, English philology

1981-1991 Tallinn 26. High school

**Additional education, international certificates, achievements:**

2012 August - TOEFL test, Miami, USA

2012 July - TOEFL preparation course, International House New York, New York, USA (certificate of attendance)

2008 June – August – practice in Reisiekspert Travel Agency, Tallinn, Estonia

(travel consulting, accommodation booking, business documentation, trip plans)

2006 February – Amadeus Central System Basic Course ( certificate of attendance)

2002 (February –May ) – Language Cenre CIAL, member of IALC, AEPLE, Lisbon, Portugal (certificate of general course of portuguese language, advanced level)

1999 - Customs Department training, customs broker certificate 097M09

**Work:** 2011 – Sunday Logistics, Tallinn, Estonia,logistician

( Work with office documents, business correspondence, translation of letters to and from foreign partners, organization of cargo shipments)

 2004 – 2008 OÜ Arutech Grupp, sales manager

(communication with the clients, business correspondence, work with design programs, management of payment formalities, translation of letters and contracts)

 2001 – present freelance translator ( tourism, accounting, ship repair and ship building, logistics, business, etc)

 2004 - Repnav Lda, Luanda, Angola, translator/interpreter (portuguese/russian, russian/portuguese, english/russian, russian/english, portuguese/english, english/portuguese)

 1999-2001 – AS Astarta bonded warehouse

 OÜ Uus Tolliladu bonded warehouse, chief manager

 1994-1999 – AS Reanex, customs broker

**Hobby:** travelling ( Finland, Sweden, Russia, Latvia, Lithuania, USA, South Africa, Namibia, Angola, United Arab Emirates, Oman, Turkey, France, Germany, Portugal, Italy, Malta, Togo, Greece)

**Computer skills:** MS Office, Excel, Amadeus, Power Point, Microsoft Word

**Driving licence:**  B category, since 1997

*References and diplomas available upon request*