**NAME: Natalia Rymashevska**

DATE OF BIRTH: 04.03.1987

PLACE OF BIRTH: Ukraine, Vinnitsa

CONTACT PHONE: mob: +380968811734

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**Education**:

2005-2010 - Lobachevski State University of Nizhniy Novgorod. Faculty of International Relations. Regional Studies Specialist. Orientalist. Saudi Arabia expert.

2005-2009 – Lobachevski State University of Nizhniy Novgorod. Faculty of International Relations. Bachelor degree.

**Scientific work**: Participation in different scientific conferences devoted to international relations, Middle East issue, etc. The author of the articles “Role of Mass Media in Internal Policy of Lebanon”, “Oil Factor in Economy of Saudi Arabia”, “Saudi Arabia in the period of King Abdullah Rule” that came out in 2008-2010 in the annual scientific magazine “Medina”(Russia).

**Work experience:**

**January 2014 – till present**

**The Embassy of the Republic of the Sudan in Ukraine**

**Position: Social secretary**

**Duties:**

Simultaneous translation on press-conferences, meetings, and negotiations

Translations of documents ( Working languages – English, Arabic, Ukrainian,Russian) ;

Making appointment for the Ambassador, Honorary Ministers and the representatives of the Diplomatic mission with governmental authorities, representatives of other embassies;

Employment of housekeeping staff;

Administrative support of the Embassy;

Performing all visas procedures for the Ukrainian citizens;

Legalization of documents for citizens of the Republic of The Sudan;

Work with an Embassy web-site: <http://sudanembassy.kiev.ua/ar/> .

**April 2013 – December 2013**

**LLC “Orlan Trans Group”**

**Position: Personal Assistant**

**Duties:**

To carry out timely support of the President of the Company

Ensure the organization of meetings, talks, visa support

Translation of documents

Simultaneous translation on press-conferences, meetings, and negotiations

Provide the Head of the Company with administrative and communication support

Preparing contracts, different documents, working with Contacts database

Participation in advertising projects, work with foreign partners, texts and scripts writing, negotiations,

Administrative support of the Rally team ( “Astana European Rally Team” – the Rally team of the President of the Company)

Arrangement of tickets and hotels

**April 2012 – till present**

**Position: freelancer**

**Duties:**

Translation of articles and texts from English and Arabic into Russian and Ukrainian and vice versa

Simultaneous translation from English and Arabic into Russian and Ukrainian and vice versa on conferences, negotiations and meetings

Writing articles on different topics

Private English and Arabic lessons

**September 2010 – April 2012 - «Vimpel-Com» Microsoft Contact Center CIS**

**Position - Licensing specialist.**

**Duties:**

Advice on Microsoft software, on issues of licensing and computer programs in Russian, Ukrainian and English languages;

Translation of Microsoft web-site pages from English into Russian and Ukrainian;

Education and trainings for new employees;

Work with complaints in Advocacy Team;

**Languages**:

Ukrainian language - native

Russian language - fluent

English language - fluent

Arabic language – intermediate/ technical

**Trainings and courses**:

07.2008-09.2008 Arabic Language courses in University of Cairo (Egypt).Political science department.

06.2007-08.2007 Finished Arabic Language courses in Aleppo University (Syria, Aleppo). Political science department.

2001-2003 Graduated The First Kyiv State Foreign Languages Courses. Certified as an Interpreter of English Language.

**Additional Information:**

**PC** – an experienced user (MS Office, HTML, Excel, Internet, OneNote, Joomla, Photoshop , information programs).

**Hobbies and Interests**: International life, poetry, literature, sciences, sports, music. Actively follow the development of international relations.