Natalia Proskurnya

**Date of birth:** August 29, 1985
**Cell phone number:**+375444908725
**E-mail address:** yermolenko85@mail.ru

**Skype:** natalochka2908

 Education:

* 2008  **Zaporizhzhia Institute of Economics and Information Technology**

 **(Melitopol Detachment)**

Foreign Philology Department

Faculty of Translation

Work Experience:

* 12\2016 till now **VMCCNC group of companies** (work placement)

www.vmccnc.com

**Position: Assistant**

* Search of prospect partners;
* Cold proposal writing and sending
* 09\2016-11\2016 **Honeymoon Marriage Club** (contractor’s agreement)

**Position: Translator**

* Translation of correspondence
* 10/2010 – 12/2010 **Internet Consulting Ltd.**

[**http://int-consult.net**](http://int-consult.net)

**Position: Translator**

 - Online support service;

- Incoming calls answering;

- Customer database calling;

- Search and processing of information;

- Written translation of general information.

* 11/2008 — 05/ 2010  **Veronika Company International Marrige Club** (contractor agreement)

[**http://veronikacompany.com/**](http://veronikacompany.com/)

**Position: Translator, Interpretor, Websites Administrator**

- Written/oral translation;

- Profile Editing;

- Delivery service arrangement;

- Translators' activity management

* 09/2008 – 11/2008 **Kleopatra Ltd** (contractor’s agreement)

**Position: Translator**

- Translation of correspondence

|  |  |  |
| --- | --- | --- |
|  | **Key skills** | Customer Service, English language, English-Russian, Russian-English Interpretation-Translation, Team management, **Languages:**Russian - nativeUkrainian - nativeEnglish –upper intermediateGerman - basicA |