Natalia Proskurnya

**Date of birth:** August 29, 1985   
**Cell phone number:**+375444908725  
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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

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|  | **Key skills** | Customer Service, English language, English-Russian, Russian-English Interpretation-Translation, Team management,  **Languages:**  Russian - native  Ukrainian - native  English –upper intermediate  German - basic  A |