Alise Nikandrova

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07710689306 alisebensone@yahoo.co.uk

**Personal statement**

Experienced and responsible translator with excellent eye to detail, able to use various traslation software and tools, as well as design software and tools. Ussualy can ensure fast responses and turnaround.

**Key Skills**

* Eye to detail
* Proficient in Microsoft Office, including Access, Excel, Word and PowerPoint, etc, translation software, graphic design software
* Excellent communication skills, both written and verbal
* High level of responsibility
* Quick responses to e-mails
* Fast turnaround

**Employment History**

**Freelance translator**

*(April 2015 – up to now)*

Achievements and responsibilities:

* Translation and proofreading of texts in the following fields: Cosmetics / Beauty, Food & Nutrition, General
* Translation, proofreading, transcreation and localisation of texts in the following fields: Travel & Tourism

**Secretary**

*(April 2013 – 2017)*

Achievements and responsibilities:

* Office administration
* Diary management, typing correspondence and documents
* Creating and making presentations
* Organizing meetings
* Minute taking

**Receptionist, CPR Components, Kingston Upon Hull**

*(June 2011 – April 2013)*

Achievements and responsibilities:

* Managing incoming phone calls and mail
* Organising stationery orders and liaising with suppliers to meet business requests
* Coordinating meetings

**Education**

**Learning Centre Hull Training & Adult Education**

*(October 2016 – up to now)*

Professional English language

**Professional Education Competence Centre**

*(September 1999 – June 2002)*

Professional Secondary Education (general education and profession of Secretary)

**Hobbies & Interests**

Research in beauty, travel and turism terminology

True interest in food, nutrition and cooking

**References**

References are available upon request.