**Darya Almaryan**

•Date of birth: 03/01/1991•Nationality: Kazakhstan•Languages: Russian, English

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**Professional Summary**

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| A highly personable and sociable team member, benefiting from experience in translation, hospitality and retailing fields that required a flexible approach to work with the ability to think on one’s feet, understanding different cultures, deliver excellent service in translating and interpreting, providing good customer service. Now looking to make a continued significant contribution for my career. |
| **Education** |
| **• The Address Downtown** - **Cross-training as Lifestyle Events Coordinator** - Dubai, UAE, (05/2014-05/2015)**• Kostanay State University –** Kostanay, Kazakhstan.  **BA in the Humanities, translation studies, major English,** (09/2009-07/2013)**• Gorkiy Gymnasia,** Kostanay, Kazakhstan, 2002-2009**• School № 15,** Kostanay, Kazakhstan, 1998-2002 |
| **Experience** |
| **Lobby Hostess** September, 2013 - May, 2015**The Address Downtown – Dubai, UAE**• To welcome and greet all guests entering the hotel• Ensure that all VIP guests and repeat guests are identified, recognized• To assist and provide information, direct/escort to their desired locations within the hotel• Working after guest satisfaction’s and exceed their expectations• Covering in Business Lounge and Service Plus. **Translator, Interpreter, Freelance translator** October, 2012 – October, 2014**Infoprint Translation agency – Kostanay, Kazakhstan** |
| • Reading through original material and rewriting it in the target language, ensuring that the meaning of the source text is retained• Using specialist dictionaries, thesauruses and reference books to find the closest equivalents for terminology and words used• Providing clients with a grammatically correct, well-expressed final version of the translated text, usually as a word-processed document• Using the internet and email as research tools throughout the translation process• Prioritizing work to meet deadlines• Interpreting during conferences, phone calls, etc.**Freelance auditor** April, 2013 – September, 2013**Medside company – USA**• Checking reports of the nurses, if it is followed by general instruction • Working with the website of the company, using their software• Report to management about asset utilization and audit results, and recommend changes in operations and financial activities**Internee-translator**  March, 2013 – April, 2013**Kostanay Printing House ltd. – Kostanay, Kazakhstan**• Helping translating documents and with operation**Internee-translator**  November, 2012**Kostanay State University – Kostanay, Kazakhstan**• Translation of lectures in International law read by Cambridge professor**Hostess, waitress** June, 2012 – September, 2012**Zenzi beach bar&grill – Myrtle Beach, SC, USA**• Greet guests and patrons personally and on the telephone• Offer appropriate seating arrangements• Present menus and take orders• Make reservation arrangements• Manage event related work including setting up tables and maintaining both exterior and interior of the restaurant **Sales Assistant** June, 2011 – September, 2011**Tango bay clothing company store – Myrtle Beach, SC, USA**• Greeting customers who enter the shop• Be involved in stock control and management• Assisting shoppers to find the goods and products they are looking for• Being responsible for processing cash and card payments• Giving advice and guidance on product selection to customers• Responsible dealing with customer complaints• Working within established guidelines, particularly with brands• Receiving and storing the delivery of large amounts of stock• Keeping up to date with special promotions and putting up displays**Sales Representative** August, 2009 – May, 2012**Avon company – Kostanay, Kazakhstan**• Assisting customers to find the goods and products they are looking for.• Giving advice and guidance on product selection to customers.• Upselling the products.• Looking for new customers every day |
| **Activities** |
|  September, 2009 – May, 2013**Debate Club, English-Speaking club, American Corner, Kostanay, Kazakhstan**• Member of the club.• Discuss different problems, actual topics.**Volunteer organization, Kostanay, Kazakhstan**• Member of the organization• Looking after mentality and physically disabled children, playing with them, teaching. |
| **Skills** |
| **Languages**• Russian: Native• Arabic: Beginner• English: Upper-intermediate • French: Beginner**Computer**• Microsoft Office• Internet• Opera• EAM• FMC• Delphi• Interflex• Adobe Photoshop |
| **Personal strengths:** disciplined, sociable, decisive, determined**Personal weaknesses:** workaholic,perfectionist, honest |