**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 |