**Ekaterina Kuznetsova**

Moscow, Russia

Date of birth: 05.08.1991

Tel.: +7 (909) 935-36-98

E-mail:ekuznetcova62@gmail.com

**Education:**

2008-2013 – **Qualification «Specialist in Linguistics and Intercultural Communication»,** *Moscow State University, Faculty of Foreign Languages and Area Studies*

2011-2013 – **Supplementary qualification «Translator in the field of professional communication (English)»,** *Moscow State University, Faculty of Foreign Languages and Area Studies*

Short-term studies abroad:

July 2011 – **French language course**, *Institut de Touraine, France*

June – July 2009 – **Translation course English-Russian**, *London Metropolitan University, UK.*

**Employment History:**

**January 2015 – Present, Translator/Interpreter, Philippine Embassy to the Russian Federation (Consular section)**

* translation (notes verbales, official letters, contracts, press releases, medical documents, economic profiles of companies, agreements on cooperation, memorandums of understanding);
* interpretation during meetings, conferences, official events at the Embassy;
* consular assistance to Filipinos in Moscow, other cities of the Russian Federation and the countries under jurisdiction of the Philippine Embassy in Moscow;
* establishment of contacts with Russian and Moscow official authorities, NGOs, educational institutions for implementation of the Embassy’s projects in the Russian Federation;
* office management services;
* research in legislation of the Russian Federation;
* assistance to delegations;
* other duties whenever deemed necessary by other sections of the Embassy (research in statistics and analyzing data; contribution to organizing cultural events, etc.).

**February 2014 – March 2014 Volunteer at Sochi Paralympic Games**

* managing the section “Voice of the Games” on the official website www.sochi2014.com in English and French;
* making and translating scripts of interviews with Russian athletes for foreign journalists;
* assisting foreign guests during the Games.

**September 2013 – February 2014, Client service manager (tourism), TSAR voyages**

* providing help and advice to customers by telephone, email, face to face in French and English;
* handling enquiries from customers;
* bringing in new clients;
* organizing individual and group tours: making commercial offers, making reservations, coordinating the work of guides, drivers and local suppliers, analyzing clients’ feedback;
* negotiating conditions with new suppliers and preparing contracts.

**March 2013 – July 2013, Secretary of the dean, Faculty of Foreign Languages and Area Studies, Moscow State University**

* full administrative support to employees;
* handling and screening telephone calls, conference calls arrangement;
* translation;
* formatting, compilation, circulation and copying of documents.

**Language skills:**

Russian - native language;

English – fluent;

French – advanced (passed DALF C1 in 2013);

German – basic knowledge (a German language course in Moscow State University, 200 hours).

**Computer skills:**

Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Outlook, Internet, social media.

**References:**

Melchor P. Lalunio - Consul, Philippine Consulate in Chicago, USA

mplalunio@gmail.com