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| Curriculum Vitae | |  | | |  |
|  | |  | | |  |
| Personal information | |  | | |  |
| First name(s) / Surname(s) | | IRINA rusalevich | | |  |
| Address(es) | | **17 gibson road, ickenham, ub10 8en** | | |  |
| Telephone(s) | |  | Mobile: | **+44 7460728782** |  |
| Fax(es) | |  | | |  |
| E-mail | | **eysmont\_irina@mail.ru** | | |  |
|  | |  | | |  |
| Nationality | | Russian | | |  |
|  | |  | | |  |
| Date of birth | | 07/12/1979 | | |  |
|  | |  | | |  |
| Gender | | Female | | |  |
|  | |  | | |  |
|  | |  | | |  |
| Work experience | |  | | |  |
| Dates | | **08/2012 – 06/2013** | | |  |
| Occupation or position held | | Manager of the mini-hotel | | |  |
| Main activities and responsibilities | | Guest relations, Staff coordination and supervision, operators collaboration | | |  |
| Name and address of employer | | “Hotels of Saint-Petersburg”, Saint-Petersburg, Russia | | |  |
| Type of business or sector | | Hotels and Hospitality | | |  |
|  | |  | | |  |
| Dates | | **08/2011 – 08/2012** | | |  |
| Occupation or position held | | Operation manager | | |  |
| Main activities and responsibilities | | Desk operator | | |  |
| Name and address of employer | | ‘Dali travel bureau’ agency, Saint-Petersburg, Russia | | |  |
| Type of business or sector | | Travel agency | | |  |
|  | |  | | |  |
| Dates | | **09/2004 – 08/2011** | | |  |
| Occupation or position held | | Assistant manager, PADI Diving Instructor, accountant | | |  |
| Main activities and responsibilities | | Certification issues, planning daily boats, diving activity planning | | |  |
| Name and address of employer | | Sheikh Coast Diving Centre – Sharm-El-Sheikh, Egypt | | |  |
| Type of business or sector | | Diving Centre | | |  |
| Dates | | **12/2003 – 07/2004** | | |  |
| Occupation or position held | | Assistant leisure manager, animation activity planning, guest information assistance | | | |
| Main activities and responsibilities | | Sport activity conduction, translation, evening show conduction | | |  |
| Name and address of employer | | Medhupparu Isl, Maldives | | |  |
| Type of business or sector | | Hotel & Resort | | |  |
| Dates | | **12/2002 – 10/2003** | | |  |
| Occupation or position held | | Animation team | | |  |
| Main activities and responsibilities | | Daily sport activity trainer, evening program shows conduction | | |  |
| Name and address of employer | | Domina Coral Bay Hotel, Sharm-El-Sheikh, Egypt | | |  |
| Type of business or sector | | Hotel & Resort | | |  |
|  | |  | | |  |
| Dates | | **01/2000-08/2001** | | |  |
| Occupation or position held | | Operation manager | | |  |
| Main activities and responsibilities | | Desk operator | | |  |
| Name and address of employer | | ‘Transtour’ agency, Saint-Petersburg, Russia | | |  |
| Type of business or sector | | Travel agency | | |  |
|  | |  | | |  |
| Dates | | **01/1998-12/1999** | | |  |
| Occupation or position held | | Assistant psychologist | | |  |
| Main activities and responsibilities | | Organization of trainings, developing activities, groups trainings, specific games | | |  |
| Name and address of employer | |  | | |  |
| Type of business or sector | | Education | | |  |
|  | |  | | |  |
| Dates | | **01/1996-12/1997** | | |  |
| Occupation or position held | | Event promoter | | |  |
| Main activities and responsibilities | | Organization of gigs and special events | | |  |
| Name and address of employer | | Theatre DDT & Planet+, Saint-Petersburg, Russia | | |  |
| Type of business or sector | | Public relation | | |  |
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|  | |  | | |  |
| Education and training | |  | | |  |
|  | |  | | |  |
| Dates | | 02/2005 | | |  |
| Title of qualification awarded | | PADI Diving Instructor license | | |  |
| Principal subjects/occupational skills covered | | Diving teaching activities | | |  |
| Name and type of organisation providing education and training | | PADI organisation | | |  |
|  | |  | | |  |
|  | |  | | |  |
| Dates | | 09/1999-08/2002 | | |  |
| Title of qualification awarded | | Bachelor | | |  |
| Principal subjects/occupational skills covered | | Developmental psychology | | |  |
| Name and type of organisation providing education and training | | Pedagogical College (Gertsen University) n7, Saint-Petersburg, Russia | | |  |
| Level in national or international classification | | Bachelor | | |  |
|  | |  | | |  |
| Dates | | 09/1986-08/1999 | | |  |
| Title of qualification awarded | | High school qualification | | |  |
| Principal subjects/occupational skills covered | | Languages and literatures | | |  |
| Name and type of organisation providing education and training | | 123, Saint-Petersburg, Russia | | |  |
| Level in national or international classification | | High school qualification | | |  |
|  | |  | | |  |
| Personal skills and competences | |  | | |  |
|  | |  | | |  |
| Mother tongue(s)  Other language(s) | | Russian  English | | |  |
| Self assessment  Comprehension  Writing  Speaking | | Excellent  Good  Excellent | | |  |
| Other language(s) | | Italian | | |  |
| Self assessment  Comprehension  Writing  Speaking | | Excellent  Good  Excellent | | |  |
|  | |  | | |  |
| Social skills and competences | | * Outstanding skills to public relation * Ability to work in multinational teams due to my previous experiences | | |  |
|  | |  | | |  |
| Organisational skills and competences | | I am able to organize proper work being responsible of my decisions and the work of my team | | |  |
|  | |  | | |  |
|  | |  | | |  |
| Computer skills and competences | | Full knowledge of Windows system and Microsoft Office programs | | |  |
|  | |  | | |  |
| Artistic skills and competences | | Previous experiences in organization and conducting of music and animation events | | |  |
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