C.V.

KATERINA ZAITSEVA

13, Michael Mallin Park

Newry, Co.Down BT35 8EA

Phone: +447549853686

Email: amica1980@mail.ru

Age: 31

**PROFILE**

**I** consider myself to be reliable and hardworking woman with a good knowledge of 3 languages (English/Russian/Estonian). From my work history I have developed many skills and abilities which would be an asset to any prospective employer. I have gained the confidence to work with the general public, have excellent interpersonal skills and work in all types of conditions.

I am able to work independently using my initiative and also, as a part of team.

**Full clean driving license (category B) and own vehicle.**

**EDUCATION**

2010 GCSE English language (B). Southern Regional College, Newry, Co. Down

1998-2004 Bachelor’s Degree in Estonian and Russian Linguistics, University of Tartu, Estonia

1995-1998 Kohtla-Jarve Russian Gymnasium, Estonia

1986-1995 Kohtla-Jarve Secondary School, Estonia

**EMPLOYMENT**

2011 - present Interpreter, R-Tek Manufacturing. Co. Armagh, Northern Ireland

2010 - present Translator & Interpreter (English-Russian-English), Language

 Express, Co.Down, Newry, Northern Ireland

2004-2007 Cash Office Assistant. Esso Fuel Station, Cashel, Ireland

 Shop duties included: customer service, cashing up, work in front and back office functions, handling large sums of money, stock taking, restocking, shop presentation, till duties, assisting in training of new employees

2003-2004 Teacher of Estonian language, Sillamae College, Estonia

Responsibilities: instructing the students in the subject content, communicating with parents

**REFERENCES:**

* Sean Mac Mahon

“Language Express”

15 Brannock Heights

BT35 8DH Newry

028 302 60544

* Paul Hurson

R-Tek Manufacturing Ltd
Unit 1 Hamiltonsbawn Industrial Estate, Co. Armagh,
Northern Ireland,
BT60 1HW

(0)28 3751 0367

**SKILLS PROFILE**

Language Skills:

English - fluent

Estonian - fluent

Russian - mother tongue

Computer Skills:

 Word-processing - prepared thesis using Microsoft Word. High typing speed.

 Spreadsheets - drafted tables and graphs using Microsoft Excel.

 Also proficient in use of internet and work related databases.

Communication Skills:

 Strong team-working and leadership skills. Well-developed customer

 service skills. Honest, reliable and flexible person.

10/01/12