**Bezsmertna Kateryna**

Date of Birth: 02/05/1991

Tel. +38 098 771 51 91

Email: kajia777917@mail.ru

**Education**

2008 - 2012 - "Kyiv University" Eastern World ". Bachelor of Chinese and English philology. KB № 435 910 43

Diploma on " Chinese publicistic discourse"

**Professional development**

08.04.2013 - 15.05.2013 - customs broker courses

01.12.2012 - 31.01.2013 - Practice at the marketing department of the consulting company «Jlj group», as assistant, Beijing. Responsibilities: writing articles \*(business news) for China Focus section on the website of the company, working with databases of customers, market research in China, competitor analysis, collection and processing of information on taxes and benefits in China, presentations

\*rewriting, copywriting - http://www.jljgroup.com/uploads/JLJ\_Newsletter/December12/ChinaFocus\_December%202012.html

http://www.jljgroup.com/uploads/JLJ\_Newsletter/February13/ChinaFocus\_February2013.html

08.10.2012 - 30.11.2012 - Chinese language courses, Certificate mandarin Chinese program, Mandarin-House, Beijing

07.2012 - 09.2012 - Training Course in Golden Staff, specialty "Logistics"

06.2011 - 09.2012 - Individual Business English course in Lingua Express Ltd.

09.2009 - 09.2012 - The course of the Chinese language and culture with native speaker (Zhao Jin)

**Languages and skills**

Chinese spoken, written, business, techn

English: Intermediate, Business, techn, health

Confident user of PS: knowledge of MS Office, Word, Excel, Internet Explorer, Opera, Power Point

Knowledge of business etiquette

**Certifications**

2009 - second place in HSK, Level 2

2010 - 4th level HSK

2011 5-th level HSK

2012 - 16th place in the All-Ukrainian Olympiad on Chinese language

**Working experience**

07.2009 - ….- a freelance translator: Chinese - Russian (Ukrainian) - Chinese, English -Russian - English.

Areas: bussiness, press, economics, social, health, medicine, politics, marketing…

08.2011 -…. - translation of business correspondence (Chinese - English - Russian)

2013 - voice acting for computer games for children in Chinese

27/06/2013 - Development and purchasing Manager in the foreign enterprise "Alteco".

Responsibilities: sourcing in China, Europe, business correspondence (Eng., Chinese), Purchase of equipment for textile industry, translation of technical documentation, organization of business trips to China, negotiation; search of new clients; improvement of products, etc.

**Personal qualities**

  Positivity, high efficiency, fast learner, aiming for good results, the desire for professional growth.

**hobby**

ornamental painting, Chinese classical painting, horse riding