CURRICULUM VITAE

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**OBJECTIVE:**

A position where a motivated and qualified translator can apply and develop professional skills.

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**EDUCATION:**

*Sept. 2007 – present*  Edinburgh Business School/Heriot-Watt University, Edinburgh, UK

Master of Business Administration

*Jan. 2006 – June 2007* Limerick Senior College/Limerick College of Further Education

Course in Business Law and Human Resources

Diploma in Human Resource Management, Institute of Commercial Management, Christchurch, UK

*2003 - 2004* Limerick Senior College/Limerick College of Further Education

Diploma in Sales Management, Institute of Commercial Management, Christchurch, UK

*2003 - 2004*  Ariston College, Shannon, Co Clare

ECDL Diploma in Computing

*2000 - 2001*  Humanities and Business Private College, Department of Law,

Minsk, Belarus

*1995 - 2000* Minsk State Linguistic University, Interpreter’s Department, Minsk, Belarus.

Diploma of a Translator-Expert of the English and French Languages

Additional Specialization in International Relations

*1985 - 1995*  Minsk Secondary School N 32, English Specialization

**DEGREES:**

* Master of Business Administration with Heriot-Watt University, Edinburgh Business School, Edinburgh, Scotland

(to be received upon completion of final exams in June 2010)

* Bachelor of Arts

**TRAINING /**

**INTERNSHIP:**

*1999 – 2000*  Ministry of Foreign Affairs of the Republic of Belarus

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**WORK EXPERIENCE**:

*May 2009 – present* Irish Chocolate Fantasy, Shannon, Co. Clare

Position: Co-Owner and Interface Coordinator

Duties:

* Business Communication (Phone Calls, Emails, Invoices, Refunds, Negotiations, etc.)
* Looking for New Customers, Suppliers and Partners
* Updating Customer Database
* Writing and Recording Financial Statements
* Signing Contracts
* Writing Business Plans
* Monitoring Sales
* Staffing Issues
* Monitoring and Ensuring Required Cash Flow Levels

*June 2007 – present*  Freelance Translations. Ireland and Worldwide

Languages: English-Russian, Russian-English,

French-Russian

Specialisation: Business, IT, Legal, Technical

*Sept. 2002 – June 2007* Freelance Translations. Ireland and Worldwide

Languages: English-Russian, Russian-English,

French-Russian

Specialisation: Business, IT, Technical, Legal, Linguistics

*March 2001 – August 2002*  Belarusian Institute of Law, Minsk, Belarus

Position: 3rd Level Lecturer and Tutor

Duties:

* Teaching and Lecturing in a 3rd Level Educational Establishment (Legal and Business Aspects of English)
* Conducting Examinations. Assessing Students’ Progress
* Developing New Teaching Methods

*Sept. 2000 – August 2002* Translating Agency ‘Tanova’

Oboinaya 10, Minsk, Belarus

Position: Translator and Interpreter

Duties:

* Written translation of various documents, contracts, technical documentation, etc. from English and French into Russian and Belarusian and vice versa.
* Interpreting via telephone and in person:

Business negotiations, enquiries, etc. from French and English into Russian and vice versa.

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**skills:**

* Analytical and Conceptual
* Competencies in Project Management Schedules
* Competencies in Translations for IT Projects
* Strategic Planning and Competitive Strategy Analysis
* Business Plan Writing and Translations Skills
* Languages: Fluent English and French,

Native speaker of Russian and Belarusian

* Advanced PC–user ( MS Office)
* Knowledge of Finance and Financial Accounting
* Competencies in Management Accounting
* Work experience in different cultural surroundings

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**Personal:**

Age: 31

Nationality: Belarusian

Marital status: single

Personality: Excellent health, a quick learner, enjoys challenges, flexible, responsible and honest.

Has a good sense of humour

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**Referencies:** Available upon request