**Gilina Mariya**

**26 years** (16 October 1988) ​**Tyumen**, Russia

**+7 909 7347595**

[gilina.mariya@gmail.com](mailto:gilina.mariya@gmail.com)

**Translator/ Interpreter**

Work coordination of the international departments, organization and support of business negotiations. Translation support.   
Managment in the field of Marketing and PR.   
Good communicative skills.   
Responsibility.   
Combination of positive-thinking and analytical appraisal

**Localization, copy-writing, proofreading**

**Education**

|  |  |
| --- | --- |
| 2011 | Tyumen State University  Intercultural Communication, International relations specialist |

**Languages**

English

Russian

German

French

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Professional development, courses**   |  |  | | --- | --- | | 2011 | Intensive course for entrepreneurs: tools for efficient development "(50h.)  Russian School of Managment (Tyumen, Rosa Luxemburg Street 12-6), Sertificate ( attached) |  |  |  |  |  | | --- | --- | --- | --- | | 2009 Grant for scholarship of Oxford Russia Fund for academic achievements  Oxford Russia Fund, Years 2008-2010. Certificates are attached |  |  |  | | **Tests, examinations**[edit](http://tyumen.hh.ru/applicant/resumes/edit/education?resume=a4b515ccff0169280d0039ed1f5a526d757a68&field=attestationEducation) |

Work experience 8 years 10 months

April 2014 — until now

1 year 4 months

**Academy of Corporate training "Еnglish 4 Вusiness"**

Tyumen, www.[e4biz.ru](http://e4biz.ru/)

**Translator, Interpreter**

August 2013 — until now

2 years

**OOO "Magazin Malogo Kreditovaniya"**

Tyumen

**Training-manager**

Education of the new staff: Client service, procedure of work in the sphere of micro-financing, 1C and Paycrome knowledge, trainings on team-building for current employees

March 2013 —July 2013

5 months

**Academy of Corporate Education**

Moscow, [academyce.ru](http://academyce.ru/)

**specialist of corporate education, business english coach**

Development and introduction of individual and group corporate training. Business English coaching

August 2012 —April 2013

9 months

**European Medical Center (GEMC)**

Moscow, [www.emcmos.ru](http://www.emcmos.ru/)

**Interpreter, administrative assistant of the in-patient department**

Work with expats, translation support, organization of meetings, business correspondence, work with legal documents

March 2012 —July 2012

5 months

**Group of companies "Zakrepi"**

Tyumen, [zakrepi.ru](http://zakrepi.ru/)

**Coordinator of IT Dep.**

Coordination of the IT department. Work with web-projects, localization of the corporate website, monitoring of content. Organization of video-conferences.   
It was an interesting job but I had to leave it because I moved to Moscow

September 2011 —March 2012

7 months

**Group of companies Green House**

Tyumen, [www.385385.ru](http://www.385385.ru/)

**Senior administrator of the Reception Desk**

Organization and coordination of receptionists, work with documents, schedules. Translation support for foreign delegations

September 2009 —May 2011

1 year 9 months

**Education Center "Intellect+"**

Tyumen, [www.intellect72.ru/](http://www.intellect72.ru/)

**Teacher of English and Interpreter.**

Part-time job as a teacher of English and an interpreter.

January 2009 —February 2011

2 years 2 months

**Annual project on international diplomacy "Tyumen Model UN"**

Tyumen, [tmun.utmn.ru/](http://tmun.utmn.ru/)

**Organizer**

Organization of the project, translation support, work with the Media

September 2008 —May 2009

9 months

**Linguistic studio "Clever"**

Tyumen

**Teacher of Business English**

Corporate education

October 2008 —October 2008

1 month

**International seminar «Development of Russian-Swedish Cooperation in the field of Higher Education»**

Tyumen

**Organizer, interpreter**

Project development and maintenance;   
Translation support for foreign delegations

May 2008 —June 2008

2 months

**Project «Summer School of Global Studies» (Tyumen State University)**

Tyumen

**Organizer**

Development of the concept of the project, the presentation of the sector "Intercultural Communication", team-building trainings