

# Anna Golub

**E-mail** golub.anna.vl@gmail.com  
**Skype** @Anna\_Golub  
**Phone** +39 334 787 25 56 (WhatsApp)  
+375 29 346 16 81 (Viber)



## PERSONAL INFORMATION

Date of Birth July 23, 1987  
Place of birth Gomel, Republic of Belarus  
Citizenship Belarusian  
Driver's license B, AM (European and Belarusian)

## EXPERIENCE

from October 2015 till now	On request for various organizations and companies Texts translator and interpreter Main tasks: translation of texts and documents, interpreter.
from 01 March 2020 till now	<b>KidsKey Ltd., Online Russian language school for foreign and bilingual children - Gomel, Republic of Belarus</b> <b>Russian language teacher for foreign and bilingual children</b> <b>Main tasks:</b> identifying of children's language skills, identifying the level of knowledge of Russian language, teaching foreign and bilingual children to read in Russian, teaching Russian language (reading, writing, understanding, speaking).
22 – 25 of October 2019	<b>Ministry of the Interior, Italian National Firefighters Department - Sicily, Italy</b> <b>Interpreter</b> <b>Main tasks:</b> interpreting (Italian / English - Russian - Italian / English) for the Deputy Minister of the Ministry of Emergency of the Republic of Belarus Mr. Aliaksandr Khudaleyau and for the Head of the International Cooperation Office Mr. Dzmitry Tkachuk during the INSARAG International Workshop and INSARAG AEME Regional Meeting (International Search And Rescue Advisory Group - Africa Europe Middle East area).
16 – 19 of July 2019	<b>Ministry of the Interior, Italian National Firefighters Department - Sicily, Italy</b> <b>Interpreter</b> <b>Main tasks:</b> interpreting (English - Italian - English) for representatives of the European Commission and for foreign observers during the "MODEX SICILY 2019" international exercise.
14 - 15 of July 2019	<b>Ministry of the Interior, Italian National Firefighters Department - Sicily, Italy</b> <b>Interpreter</b> <b>Main tasks:</b> interpreting (English - Italian - English) for representatives of the European Commission and for foreign observers during preparatory meetings for the "ModEx Sicily 2019" international training.

13 – 16 of May 2019	<b>Presidency of the Council of Ministers, Italian Civil Protection Department, Ministry of the Interior, Italian National Firefighters Department, THW (Technisches Hilfswerk - Federal Agency for Technical Aid of the German Government) - Poggioreale, Sicily, Italy</b> <b>Interpreter</b> <b>Main tasks:</b> interpreting (English – Italian - English) for some of the Fire Brigade Officials who participated as teachers and learners.
October 2017	<b>The Observatory on Tourism of the European Islands - OTIE, Le Vie dei Tesori Onlus</b> <b>Statistics specialist</b> <b>Main tasks:</b> to conduct a survey among tourists in Italian, English or Russian languages, to fill in the necessary forms, to collect data, to fill in reports on the collected data.
August 2016	<b>Ministry of the Interior, Italian National Firefighters Department - Sicily, Italy</b> <b>Interpreter</b> <b>Main tasks:</b> interpreting from English to Italian during the "MODEX SICILY 2016" international training; interpreting for Mr. Per Anders Berthlin (representative of FALCK Denmark) and Mr. Rik Telamon (representative of USAR Belgium).
2016	<b>Ministry of the Interior, Italian national Firefighters Department - Sicily, Italy</b> <b>Translator</b> <b>Main tasks:</b> written translation of documentation (from Italian to English) for international training "MODEX SICILY 2016"
November, 2014 – August, 2015	<b>Tut By Media Ltd. - Gomel, Belarus</b> <b>Moderator of the internet resources</b> <b>Main tasks:</b> phone calls to clients, inspection, verification and approval of information about organizations/clients, online-moderating web resources and improvements of web-service, search of new clients and further development of clients base.
June, 2014 – November, 2014	<b>Local State City Community – Gomel, Belarus</b> <b>Social worker for blind people</b> <b>Main tasks:</b> helping blind people with shopping, going out for walk with them, helping to cope with house-hold duties, assistance in visits to medical centers with blind people.
October, 2013 – June, 2014	<b>Global Express Ltd. - Gomel, Belarus</b> <b>Deputy director of commercial affairs</b> <b>Main tasks:</b> organizing of working process (e.g. rent of office, buying office supplies, etc.), staff recruitment and trainings, work with clients (searching, contract conclusion, negotiation of critical situations, etc.), controlling of accountant and bank documents, office work with transportation documents and correspondence, control of financial questions (payments to and from counterparties).
March, 2013 – October, 2013	<b>Foreign Private Unitary Company «ESG Bel» - Gomel, Belarus</b> <b>Manager for logistics and international cargo transportations</b> <b>Main tasks:</b> Work with clients (e.g. searching, contract conclusion, negotiation of critical situations), chartering of trucks, making the best and fast ways of international delivery of cargos.
January, 2013 – March, 2013	<b>Gomel customs - Gomel, Belarus</b> <b>Chief inspector of canine service department</b> <b>Main tasks:</b> customs control on the state border (trains, cars, trucks, airplane, people, buildings and territory) with the help of special dog or equipment, obedience and special training of dogs, work with documents of the canine department, making special reports of the canine department, acting head of canine department.

August, 2010 – January, 2013	<b>Gomel customs - Gomel, Belarus</b> <b>Inspector of canine service department</b> <b>Main tasks:</b> customs control on the state border (trains, cars, trucks, airplane, people, buildings and territory) with the help of special dog or equipment, obedience and special training of dogs, work with documents of the canine department.
September, 2007 – November, 2008	<b>Private Production Unitary Enterprise «Konsulting «A-Vide» - Gomel, Belarus</b> <b>Economist-accountant (part time)</b> <b>Main tasks:</b> accountancy of purchased and manufactured goods, formalization of documents for goods, processing of customer requests, formalization of contracts with clients, counting of production costs, counting of calculation of production cost, calculation and payment of wages, making reports for tax, insurance and statistical inspections, control of financial means of the company.

## EDUCATION

From September 2018	<b>Master's degree in Modern languages and translation for international relations</b> University of Palermo Faculty of Languages and Philosophy
October 2015 – March 2019	<b>Bachelor's degree in Modern languages and literature and linguistic mediation – Italian as a second language, graduation mark 108/110</b> University of Palermo Faculty of Languages and Philosophy
2005 – 2010	<b>Bachelor's degree in customs affairs, graduation mark 9/10 with honneurs</b> Belarusian State University of Transport Faculty of economical and humanitarian studies. <b>Main subjects:</b> English language, economy, accountancy, tariff and non-tariff regulations, customs clearance, customs laws, administrative and criminal legislation, international trade and economic activity, international cargo and transport activity
1994 – 2005	<b>Gomel State Linguistic Gymnasium</b>

## PROFESSIONAL QUALIFICATIONS

May, 2019	European driver's licence: AM, B
February 2018 – July 2018	Internship of 150 hours as a language facilitator for foreign students.
October 2017 – December 2017	A certificate of attendance of Seminar "What remains of a man"
November 2017	A certificate of attendance of workshop "Resistance: cultures and memories in Mediterranean societies one hundred years after the Balfour Declaration"
September 2017 – October 2017	A certificate of attendance of Conference "Extra-hotel tourism: perspectives, regulatory aspects and opportunities from EU funds"
August 2017	A certificate of attendance of online course "Practical Examples and Specific Challenges for Sports Games Localisation"
July 2017	A certificate of attendance of online course "Bug Fixing and Spotting"

June 2017	A certificate of attendance of online course "Challenges in Games Localisation"
June 2017	A certificate of attendance of online course "Introduction to Games Localisation"
June 2017	A certificate of attendance of online course "Localization of mobile applications into Russian language"
June 2017	A certificate of attendance of online course "New horizons in the field of translation: audiovisual translation, subtitling, accessibility and transcreation"
2011	Canine center of border troops, Belarus. Canine certificate for dog obedience and special dog training.
2011	Course of specialized English for customs workers
2010	Advanced course of Microsoft Office
2010	Advanced course in web pages and Internet services management
2009	SAT I
2009	Clean driving license (B category)
2008	TOEFL
2008	Intensive course of Italian language
2007	Additional course of economy and accountancy

## LANGUAGES

<b>Mother tongue</b>	Russian				
<b>Mother tongue</b>	Belarusian				
Other languages	Comprehension		Speaking		Writing
	Listening	Reading	Dialog	Monologue	
<b>Italian</b>	C1	C1	C1	C1	C1
<b>English</b>	C1	C1	C1	C1	C1
<b>Arabic</b>	A1	A1	A1	A1	A1
<b>German</b>	A1	A1	A1	A1	A1
<b>Polish</b>	A1	A1	A1	A1	A1

## SOFT SKILL

Independence	10 / 10
Self confidence	10 / 10
Resistance to stress	10 / 10
Ability to plan and organize	10 / 10
Accuracy / Attention to detail	10 / 10
Learn continuously	10 / 10
Achieving goals	10 / 10
Manage information	10 / 10
Initiative / Spirit of initiative	9 / 10
Communication skills	9 / 10
Problem Solving	10 / 10
Team work	9 / 10
Leadership	9 / 10

## SPECIAL AND PERSONAL SKILLS

- highly skilled in the use of computers and the Internet;
- experience in working with documents (correspondence, claims, demands, accountant documents, etc.);
- highly developed communicative skills, ability to work as a team-player and high motivation for such work;
- problem solving oriented;
- personal traits of leadership;
- highly developed sense of personal responsibility;
- perfect knowledge of security rules on the state border and behavior in critical situations (including drug-incidents, weapon-incidents and terror acts);
- good sense of humor;
- broad outlook and well-developed memory help to learn all necessary materials quickly and effectively.

## ADDITIONAL INFORMATION

**Sports:** Blue karate belt. I practice swimming, jogging and gym.

**Travel:** I travelled extensively and have visited places which include Russia, Ukraine, Poland, Germany, Turkey, Egypt, Italy, The Netherlands and Lithuania.

**Food and cookery:** Like discovering cuisines of other nations, adore cooking.