

Irina Markova's Curriculum

Vitae



Personal information

<i>First name / Surnaname</i>	Irina Markova
<i>Gender</i>	female
<i>Address</i>	Via Confalonieri 9/B, Monza, 20052 (MB)
<i>Telephone</i>	Mobile: + 39 328 4590450
<i>Email</i>	irina.markova15@yandex.ru
<i>Nationality</i>	Russian
<i>Date of birth</i>	15 March 1985
<i>Marital status</i>	Married
<i>Occupation</i>	Russian mothertongue Teacher and translator (Russia-Italian, Italian-Russian, English – Russian, Russian - English)

Work Experience

January 2017 – currently

Russian Teacher for foreign student

Freelance translator (Russian, English and Italian)

March 2015-December 2016

Airport assistant (check-in and gate assistant)

September 2013 – February 2014:

ABI COM Srl-Fiera di Monza

Internship (public relationship and marketing)

Marketing and public relationship relationship activities for the development of format for the managerial and marketing communication; management of contest (expo).

May 2008 – September 2013:

Samara Region Court Department

Assistant of a judge (manager of back office assistance)

Responsible for providing legal (civil, criminal and administrative matters) and administrative support with reference to contract law and defense and judicial legal services. Daily involvement in the researching of client court decisions. Responsible for processing legal claims and appeals, and the preparing records of hearings, investigations, court-martials and courts of inquiry.

Main responsibilities:

legal assistance in creating judge`s decisions in civil, criminal and administrative cases drawing up of reports activities of assistance and relationship with lawyers acting before the court consultancy legal advices

June 2005-May 2008

Samara Region Court Department

Secretary of a court process-office manager

Main responsibilities :

creating processing court documents;
secretarial activities (i.e. scheduling conference appointment for the judges, transcription of correspondence, even confidential, typing of documents, manuscripts, correspondence, answering phones) consultancy legal advices

Education and training

January 2017- October 2017

Moscow University – “Lomonosov”

Bachelor at "International Office of Russian Language as foreign speaking

September 2002- May 2008

Samara State University

Law Degree (5 years course)

specialization in civil law; achievement of attorney`s license.

2002

“High English school No.1” in Samara.

Personal skills and
Languages

Russian (native – mother tongue)

Italian (Excellent level “C1”):

Listening, Reading, Spoken interaction, Spoken production, Reading

English (Excellent level “C1”):

Listening, Reading, Spoken

Computer skills and
competences

Windows, MS Word, Excel, PowerPoint, Outlook. Efficient keyboard typing