

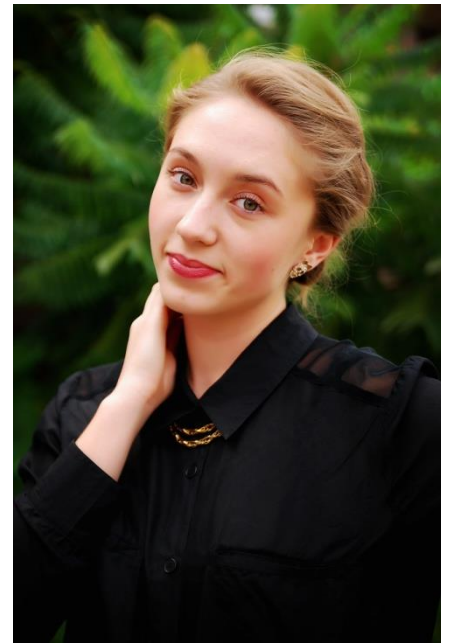
Nataliya Inederkina

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Age: 25



EXPERIENCE

February 2018 – now (current job)

Account manager (part of Quality Assurance team)

Boosta Ltd.

Responsibilities:

- check the quality of the product (essay), grade writers;
- teach writers from all over the world how to write academically right;
- email, send warnings, fine writers if they provide bad quality assignments, call writers;
- provide the tips on profile improvement for the customers/writers;
- check all the reassigned orders;
- find new writers on LinkedIn, Craigslist, Facebook, Indeed.com, etc.;
- create ads on Facebook, Craigslist and LinkedIn;
- create statistics about native writers, reassigned writers, content writing;
- create technical tasks (all about how to improve platform usage for customers and writers; CRM improvement) for the developers;
- daily negotiation with our Customer support representatives.

July 2018

Bidding Producer

Limelite

Responsibilities:

- create logistics for the commercials, video clips, movies;

- make a ballpark (budget) for each project/tender (local or service);
- contact, communicate and negotiate with the agencies, clients, purveyors, producers, directors, production designer, cameraman, sound operator, location scout, casting director, SFX master, etc.
- create production treatment for the project or tender;
- attend shootings.

December 2015 – December 2017

Au Pair

“Au Pair International” (USA)

Responsibilities:

- take care of kids;
- drive kids to school, kindergarten, after school activities;
- entertain kids (art and crafts, museums, sports, different cities, books, etc.);
- teach kids languages and do homework with them;
- feed kids, put them to sleep;
- do everyday chores;
- run all necessary errands;
- attend college;
- monthly report to agency;
- meet area director.

October 2015 – December 2015

Editor, writer

Publishing house “White tiger”

Responsibilities:

- scientific literature research;
- write articles;
- edit scientists’ articles;
- participate in conferences.

June 2008 – August 2015 (summers, winters)

Camp leader

“Kashtan” camp

Responsibilities:

- morning meetings with the camp’s director;
- organize day for the group of kids I was in charge of;
- create safe and home-reminding atmosphere by showing loving attitude, mood and care;
- spend every day by having different entertainment for the kids;
- develop new skills: *to rally kids* by making them work in the group, *create a team* with like-minded rest and help out in finding the leader of the group; *helping skills* – through the game, fun/teaching conversation, whole group interaction, make kids like to help in every day camp routine like: cleaning their own rooms, help in the kitchen, help with leading the group of kids – again to develop leader skills;
- create our own stage performance: writing a scenario, if needed create a video, get rid of stage fears, make kids want to be stars, follow the scenario at rehearsals;
- keep kids safe and sound;
- love what you do.

March 2012 – June 2015

Teacher, speaker

“Camp leaders’ school”

Responsibilities:

- public speaking, explain all the details about camp leading;
- share experiences with the audience;
- give students different tasks;
- examine students for knowledge;
- lead the seminar at the camp;
- test the students, identify who is willing to work with kids.

EDUCATION

- **Borys Grinchenko Kyiv University**

Bachelor of Ukrainian literature and Ukrainian language, 2011-2015

Bachelor of editing and publishing, 2011-2015

- **Montgomery community college (Silver Spring, Maryland, USA)**

“Black and White Photography” class, 2016

- **Montgomery community college (Silver Spring, Maryland, USA)**

“How to organize a great event” class, 2016

- **Foothill College (Sunnyvale, California, USA)**

“Business 95” class, 2017

- **College of San Mateo (San Mateo, California, USA)**

“Italian language” class, 2017

LANGUAGES:

Ukrainian – native;

Russian – native;

English – fluent;

German – pre-intermediate;

Italian – beginner.

EXPERTISE:

- data analysis;
- copywriting;
- event planning;
- communication;
- time management;
- self-motivation;
- conflict resolution;
- leadership;
- teamwork;
- creativity;
- adaptivity (work in changing environment);
- quick learner;
- able to build relationships;
- loyal and discreet;

- flexible;
- responsible;
- organizational skills;
- multi-tasking.

LEADERSHIP:

- Vice-president of students' council, one of the members of students' parliament (2011-2015, Borys Grinchenko Kyiv University).

VOLUNTEER

- “Heart to heart International”
- UEFA Euro 2012

HOBBIES:

- photography;
- videography;
- cooking;
- reading;
- sports;
- traveling.