



# Neverova Zhanna

Female, 36 years, born on 4 April 1985

+7 (926) 0300759

zhannakubankina@yahoo.com — preferred means of communication

Reside in: Moscow

Citizenship: Russia, work permit at: Russia

Ready to relocate, ready for business trips

## Desired position and salary

### Translator/administrative assistant

**130 000**

RUB

Administrative Personnel

- Consecutive Interpreting
- Translation
- Simultaneous Interpreting

Employment: project work, part time, full time

Work schedule: remote working, flexible schedule, full day

Desired travel time to work: any

## Work experience — 6 years 10 months

May 2015 — July 2021

6 years 3 months

### Embassy of Brunei Darussalam

Moscow, [www.mfa.gov.bn](http://www.mfa.gov.bn)

#### Translator/Interpreter

Received and distributed phone calls

Booked tickets, hotels, helped with issuing visas, writing invitations

Managed the Ambassador's schedule

Translated documents, letters, TPNs from Ministries, American box letters, references, sick leaves, agreements, etc from Russian into English and vice versa.

Drafted TPNs and letters to Ministries, Embassies and other institutions, both in English and Russian, did the correspondence.

Translated the news, monitored, chose and offered news articles for translation and translated them from Russian into English.

Registered diplomats in different forums and events, accompanied them to events, translated meetings, took notes.

Worked with delegations: met the delegates at the airport, accompanied them during their stay in Moscow, translated at the meetings and forums, arranged logistics.

Translated and certified translations by the notary.

Organized appointments, interviews

September 2014 — November 2014

3 months

### The Moscow Times

Moscow, [www.themoscowtimes.com](http://www.themoscowtimes.com)

#### Intern

Administered the web-site and created social media content (Facebook), edited photos.

September 2013 — December 2013

4 months

### Bader Media Group, New York

[www.badertv.com](http://www.badertv.com)

#### Media Intern

Established ties with Russian clients to expand business  
Translated news and entertainment video material from English into Russian  
Created subtitles for video material in Russian using Final Cut Pro

## Education

---

### Higher

- 2014      **Baruch College, New York City**  
Weissman School of Arts and Sciences, Journalism/English
- 2007      **Saratov State University**  
English/translator, A Master of Arts

## Key skills

---

Languages      Russian — Native  
English — C2 — Proficiency  
German — A1 — Basic

Skills      **Responsibility**   **Teampayer**   **Time management**   **Spanish A2**   **Proficient in English**

## Further information

---

Recommendations      Embassy of Brunei Darussalam, Moscow  
Zhanna Neverova (translator/interpreter/)

About me      Goal-oriented. Love and play sports (beach volleyball). Have the knowledge of protocol, experience of working with diplomats of the higher level, feeling of tact. Faced too much stress with the delegations and conferences, so now it's not that easy to stress me out.

## History

---

### Responses

**Personal Assistant to CEO (expat)**

20 September 2021

**Personal/ Business Assistant**

27 October 2014