Aya Berdyeva

Nice 06300, France

+33769992290

aya.berdyeva@gmail.com

Summary	Smart, well educated, dynamic, conscientious, experienced professional with capabilities of planning, organization, administration, effective communication skills. Computer proficiency. Languages spoken: Russian (native), English, Italian, French.

Experience

Fashion Sales Promoter , Furla, Orio al Serio Airport (Milan Bergamo, Italy)
Dec 2015 - Mar 2017

Job description:
- provided customer service;
- qualified control and shape of the goods;
- guaranteed cross and upselling for all product categories;
- built and strengthened relationships with customers, deal with different nationalities and personalities and put always the customers at ease;
- contributed to manage the visual display of the products in accordance with Furla visual standards and ensured store functional maintenance and appropriate levels of products on the sales floor;

Translator - Interpreter, Sesial Srl Parquet (Milan, Italy)
Sep 2011 - May 2015

Job description:
- translated correspondence;
- provided sales, marketing, accounting, financial translations in Russian (budgets, contracts, manuals, letters);
- provided Russian-English-Italian interpretation services in the meetings and phone calls with partners and customers in Russia;
- accompanied to trade exhibitions, meetings, conferences

Sales Associate, Kralya, Fashion jewelry and accessories shop (Smolensk, Russia)
Jul 2010 - Aug 2011

Job description:
- collaborated on daily routines and facilitated store flow,
- gave customers outstanding support by understanding their needs, recommending the right products, services and resolved customer issues as they arose;
- executed daily/weekly/monthly sales goals;
- balanced register completing accurate cash and credit transactions;
- expanded customer database increasing credit lines and surpassing standards

English teacher, Private English school (Smolensk, Russia)
Sep 2008 - Jun 2010

Job description:

- identified, selected and modified instructional resources to meet the needs of the students;
- assisted and counselled students in grasping contents;
- recommended instructional materials, teaching aids, and related equipment;
- prepared and approved manuals, guidelines, and reports on state educational policies and practices for distribution to schools;
- developed schemes of work and lesson plans;
- used relevant technology to support instruction;
- observed and evaluated student's performance and development;
- assigned and graded class work, homework, tests and assignments;
- managed student behavior in the classroom by establishing and enforcing rules and procedures;
- kept updated with developments in subject area, teaching resources and methods and made relevant changes to instructional plans and activities

Education

University of Michigan, School of Information
Certification of Web design (Web development and coding)
july 2017 - now

This 4 months online course objective was to provide the specific knowledge on Responsive web design, in particular, writing syntactically correct HTML5 and CSS3, and creating interactive web experiences with JavaScript.

University of Bergamo, Italy (Università degli studi di Bergamo)
Bachelor's degree in Modern foreign languages and literatures
2011 - now

The objectives of the degree curriculum were the acquisition of skills in two languages, supplemented by the study of the cultural and artistic history of the countries where they are spoken; the study of linguistics, philology and literary criticism.

Arithmetic average of the exams: **28/30**
Arithmetic average of final grades: **102.67/110**

State University of Smolensk (Russia)
Master's degree in Pedagogy
2003-2008

A 5-year course of Master's pedagogical programme in Informatics with supplementary specialization of English language provided the theoretical and methodological basis of pedagogy and its relationship to other disciplines with deep knowledge in the field of specialization through the monitoring of educational courses in an advanced level.

Final state grades: Information Technology (**B**); English language (**A**).
Graduation thesis: The development of a cognitive interest during IT classes (**A**).

Skills

Web Design	General Computer	Languages
- HTML 5 - CSS 3 - JavaScript - Bootstrap 4 - Balsamiq mockups	- MS office - Windows 10 - social medias	- Russian (native) - English (fluent) - Italian (fluent) - French (intermediate)

Personal interests

Web design | Foreign languages | Fencing | Playing musical instruments