



CONTACT

+31 6 17 41 24 21

marugrig@gmail.com

ABOUT ME

Nationality: Russian Federation

Date of birth: June 10th, 2003

Living in: Groningen, Netherlands

Reliable and punctual, quick to learn and adapt. I always aim to do my job well and focus on the details.

LANGUAGES

- English
- Russian
- French
- Dutch

SKILLS

- Fast learning
- Multitasking
- Teamwork
- Communication
- Organization

Mariia Grigoreva

EDUCATION

Russian State University
for the Humanities

September 2021 -
August 2024

Department of Intellectual
Systems in Humanities

Bachelor degree (incomplete
education)

Hanze University of
Applied Sciences

September 2024 -
now

Creative Media & Game
Technologies

Bachelor Degree

WORK EXPERIENCE

PHILIPS Russia

September 2023 -
November 2023

HR Intern

- Preparation and processing of employee documentation
- Managing and maintaining payroll records

PHILIPS Russia

November 2023 -
June 2024

Jr. HR Administration &
Payroll Specialist

- Conducting introduction sessions for new employees
- Providing assistance in resolving employee-related questions
- Assisting employees with documentation