

TARASOVA EVGENIYA

Date of birth: 29.06.1986

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HIGHER EDUCATION

Diplomatic Academy of Ministry of Foreign Affairs of the Russian Federation, Moscow 2015-2017
Faculty of World Economy, Master degree of Management, with honours (Russian GPA 4.9)

- **Thesis:** "UN peacekeeping operations in Africa (at the example of Russia and France)"
Submitted for publication to the journal "*Diplomatic Service*"
- **Ranked** the 7th out of 20 groupmates.
- **Courses:** Political English and French, Higher Language Training Courses of the Ministry of Foreign Affairs, Strategic Information Analysis guided by Analytical Service Director of UN mission in Baghdad, Iraq

Kemerovo State University, Faculty of Roman and German Philology 2005-2010
Specialist, Qualified as «Philologist. Teacher of the French and English languages and literature»,
«Translator in the sphere of professional communication (with knowledge of the French and English languages)» (RusGPA 4.7)

- **Responsible** for distribution of financial aid for students from low-income families as a member of the students' union committee
- **Author** of the article in the manual for foreign students on Area Studies 2010
- **Passed** the French language proficiency exam DELF B2 2010
- **Courses:** Tourism and Hotel Management, Diploma (B1) of Paris Chamber of Commerce and Industry 2008-2009
- **Won** the grand prix (a free internship in France) in the regional competition "Days of patrimony" organized by the informational and cultural center "Alliance Française" and backed by the Embassy of France in Russia 2007
- **Internship** in France, department of Vendee, the city of La Roche-sur-Yon, Ecole des Etabliers. July 2008
The programme «Environmental protection policy in Vendee»

WORKING EXPERIENCE

Team assistant, Bryan Cave Leighton Paisner (Russia) LLP (Moscow) (temporary contract) June 2018 – Jan 2019

- Work with documents (copying, printing out, scanning, formatting, editing, making presentations);
- Work with electronic systems, databases;
- Conference calls and meetings organization;
- Travel support (taxi, booking of hotels, tickets).

Chief specialist in the department of international activity, Zarubeshstroy OJSC (Moscow) March 2014 – March 2016

- Written translation of tender documentation, official letters, contracts, agreements, memorandums from/into French/English
- Search for tenders, analysis and description of tenders; registration of the company on the international tender platform;
- Search for information about countries of projects implementation;
- Monitoring of Russian and international mass media in the spheres of politics and real estate construction.

Assistant to English-speaking project manager – interpreter, AluTerra LLC (Moscow) June 2013 – January 2014

- Consecutive/ simultaneous interpreting at meetings (construction), written translation of emails, official letters, contracts;
- Preparation of contracts and all necessary documents for export of construction materials; work with the customs broker;
- Registration and archiving of all correspondence with the Client and Subcontractor;
- Registration of project changes.

Consecutive interpreter, Organising Committee «Sochi 2014» (Sochi) March 2013
(volunteering, temporary work at the alpine skiing center "Rosa Khutor" during the Final of Alpine Skiing IPC World Cup among Paralympic athletes and the FIS European Cup among Olympic athletes)

- Teamleader, was responsible for coordinating work of the team, making the working schedule and building a good psychological atmosphere in the team, 24/7 availability by phone for the translation manager;
- Consecutive interpreting of interviews in the mixed zone;
- Interpreting and writing minutes at captains' briefings;
- Duty in the medical block, accompaniment of sportsmen to hospital, translating of anamnesis and medical diagnosis.

Librarian in the foreign literature department, Kemerovo regional scientific library by V.D.Fedorov Dec 2011-Aug 2012

- Lending of books, electronic processing of books;
- Thematic search of information in English for aspirants and candidates for an academic degree;
- Written translations of various themes, oral interpretations for directors.

English teacher, Comprehensive school «Lyceum №23» (Kemerovo) September 2010 – August 2011

- Teaching the English language.

SKILLS

- **Languages:** Russian (native), English (advanced), French (upper-intermediate), Italian (beginner)
- **Computer skills:** proficiency in MS Office package (Word, PowerPoint, Excel, Outlook); SmartCAT, Photoshop

HOBBIES: painting, decorating. Finished the Arts School (2010 - 2012), with honours

PERSONAL QUALITIES: responsible, result-oriented, priority-focused.