

# Arina Romanenko

## Content Manager

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📍 Minsk, Republic of Belarus



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## About Me

I'm a well-organized person, who can absorb new ideas and able to work as part of a team, flexible in the ability to adapt to challenges and to work to tight deadlines.

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## Skills

Translation  
Italian  
Confluence

Communication  
Written translation  
Slack

English  
Jira

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## Education

**Minsk State Linguistic  
University**  
2014 - 2019

University degree, Intercultural Communications, Translator

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## Work Experience

**Maxbitsolution**  
Content Manager  
01/2021 - 05/2021

- edit, proofread and improve writers' posts
- manage content across all platforms, including email and social media
- maintain a content base in different languages in Confluence
- set tasks to fix detected problems in Jira
- collaboration with IT department

**Maxbitsolution**  
Quality control specialist  
08/2019 - 12/2020

- check chats of managers (Russian and English) and evaluate them according to the developed checklist
- analyze information and give feedback to the manager
- preparing new and making changes to the current quality assessment checklists
- systematization of feedback from other departments of the company on the work of the call center
- maintain a daily report on the work

**Skyeng**  
Tutor  
02/2019 - 11/2019

- preparation and conduction of English lessons
- preparation for exams and olympiads
- work with children and adults

**BatAutoTrade**  
Translator  
06/2017 - 01/2018

translation of the company website