

# Natalia Petrashova

08.02.1991

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July 2016 – July 2017     **AT Consulting (IT Company, Moscow, Russia)**

## **Internal Communication Manager**

- Intranet: news, interviews posting, opinion polls and internal competitions creation and support;
- Writing news, articles and interview with company's employees (in Russian);
- Taking part in corporate magazine Watch! (writing articles, statistics data collection and ideas for infographic creation);
  - Special projects as motivation program for one of IT-department (in Carcassonne-game style) and presents for employees for birthdays;
- Communications with different HR department and making announces about holidays, new activities and internal trainings;
- SMM-agency control;
- Work with reports, invoices and budgets.

Mart 2014 —

June 2016

**Morton (Development company, Moscow, Russia)**

## **Corporate culture and Internal Communication Manager, Corporate culture and Internal Communication Specialist**

- Writing interviews with employees and news about Company (in Russian);
- Intranet administration (posting news, new pages creation);
- Taking part in corporate magazine as news and interview's author;
- Provide competitions for employees (children's thematic pictures, photo competitions, etc.);
- Sports events for employees and members of their family's (Corporate Football and Volleyball competitions were took part more than 8 commands and 400 viewers);
- Taking part in corporate events organization such as New Year Celebration and Company Birthday Celebration (more than 1500 guests);
- Large Meeting Conference between Top-management and employees (3 500 participates);
- Special projects (Corporate videos, exhibitions in company office);
- Work with reports, invoices and budgets.

August 2010 —  
November 2013

**Takeda Pharmaceutical Company Limited (Pharmaceutical international company,  
Moscow, Russia)**

**PR and Communication Department Assistant**

- Translation, writing and editing press-releases, internal news (from English to Russian and from Russian to English);
- Intranet administration;
- Taking part in corporate events and conferences organizations;
- Taking part in CSR project.

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Education

2014

**Peoples' Friendship University of Russia**

Philology department, PR

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Skills

MS (Word, Excel – excellent; PowerPoint – good)

Photoshop – good

HTML – have experience

**Languages:**

- Russian – native
- English - upper-intermediate
- Spanish – intermediate
- German – Basic

**Personal skills:** creative, fast-learning, good in project management, communicative.