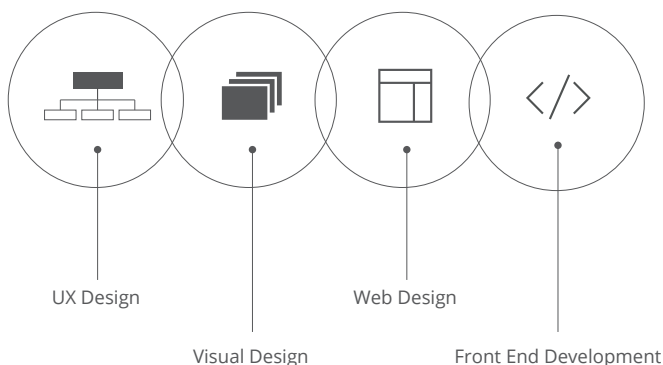
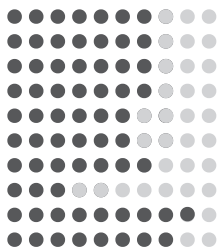


MY SPECIALITIES

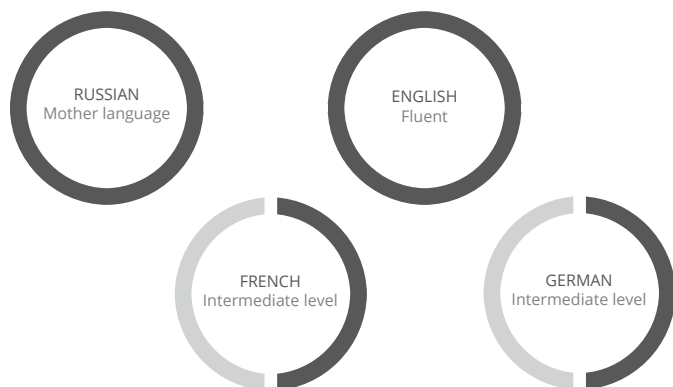


SOFTWARE SKILLS

Adobe Photoshop
Adobe Illustrator
Adobe XD
HTML and CSS
Bootstrap
Git, GitHub, command line
Wordpress
Javascript & JQuery
Invision
MS Office



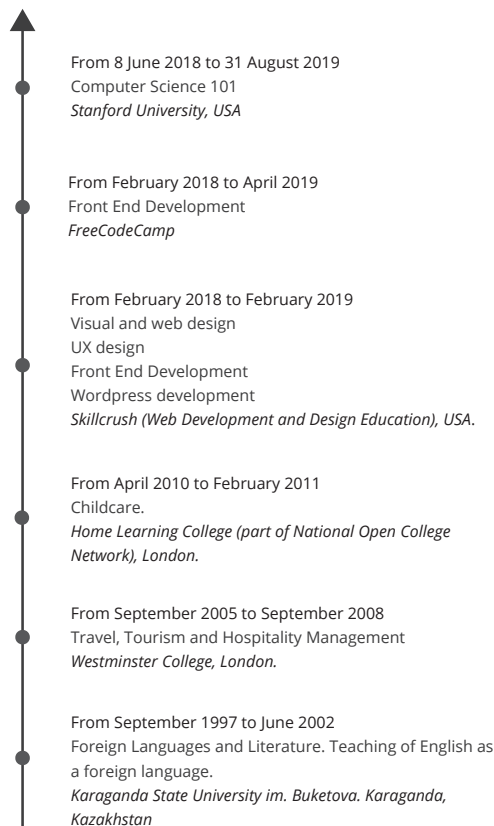
LANGUAGE SKILLS



HOBBIES & INTERESTS



EDUCATION



WORK EXPERIENCE

Web design and development

VWA Search Ltd, London, UK | Dec 2012 - Present

Consulting and interviewing candidates during the first 6 years followed by editing and updating the company's WordPress site.

Teaching Assistant

Sunshine Nursery, London, UK | Sep 2011-Mar 2014

Engaged children in creative and inventive activities that contributed to their creative thinking as well as their social, cognitive and motor skills development. Designed and implemented seasonal and occasional nursery decorations.

Assistant Manager

The Beaufort Hotel, London, UK | Nov 2005 - Aug 2010

Generated bookings from telephone and e-mail enquiries, monitored and actioned hotel room availability and pricing on third party websites and global distribution system. Checked guests in and out, provided training to hotel receptionists, assisted with translations for guests from France and Eastern Europe.

Assistant to Managing Director

CBA Trade, Monchengladbach, Germany | Aug 2004 - Apr 2005

Organised import and export of machinery and equipment, issuing supporting documents and invoicing. Maintained records, translated documents and assisted in planning meetings and events.

PA to the Managing Director

Kanfety Karagandy, Karaganda, Kazakhstan | Apr 2001 - Sep 2003

Assisted in planning meetings and events, diary management, organised travel, admin, translation (Russian-English), Data analysis (Excel), telephone/email communication.

English Language Teacher, part-time

Asol private school of English and computing, Karaganda, Kazakhstan | Sep 1998 - June 2003

Taught English to students of all ages.

