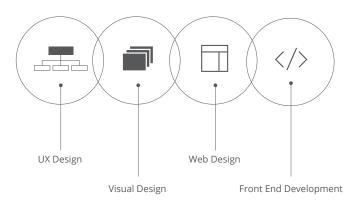
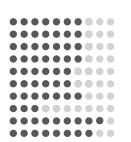
#### MY SPECIALITIES

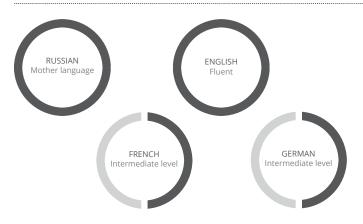


## SOFTWARE SKILLS

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**

From 8 June 2018 to 31 August 2019 Computer Science 101 Stanford University, USA

From February 2018 to April 2019 Front End Development FreeCodeCamp

From February 2018 to February 2019
Visual and web design
UX design
Front End Development
Wordpress development
Skillcrush (Web Development and Design Education), USA.

From April 2010 to February 2011 Childcare.

Home Learning College (part of National Open College Network), London.

From September 2005 to September 2008 Travel, Tourism and Hospitality Management Westminster College, London.

From September 1997 to June 2002 Foreign Languages and Literature. Teaching of English as a foreign language. Karaganda State University im. Buketova. Karaganda, Kazakhstan

## 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

Konfety 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  $\mid$  Sep 1998 – June 2003 Taught English to students of all ages.