

**Daria Bolotova**

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**Education:**

Krasnoyarsk State Pedagogical University, psychologist

Russia 2005 – 2010

Virtus Coach Academy, coach (online course)

Prague, Czech Republic 2018 – present

**Employment**:

06/2019 - present Sunlace s.r.o. – Prague

Psychologist

**Responsibilities:**

* Creating psychological tests
* Creating applications
* Writing reports to programmers
* Co-working with graphic designers
* Creating presentations

10/2016 – 08/2019 Jankoff s.r.o. – Prague

Application test administrator

**Responsibilities:**

* Online testing of game applications
* Writing reports to programmers about test results and suggestions
* Financial report
* New staff training
* Staff work schedule

05/2015 – 10/2018 Kavka Photo Atelier – Prague

Photographer

**Responsibilities:**

* Customer service
* Make-up and hair and dress style
* Photo shooting and processing

08/2014 – 05/2015 Hotel Ester, Apartments – Prague

Receptionist

**Responsibilities:**

* Customer service
* Telephone reservations
* Banking
* General reception duties
* Managing cleaning staff

02/2014 – 05/2014 Euro Tours Company – Prague

Wedding administrator

**Responsibilities:**

* Customer service
* Fill up official documents
* Accompaniment customers to state institutions
* Managing wedding day
* SMM

05/2013 – 01/2014 Cee insight, marketing research – Prague

Customer service specialist

**Responsibilities:**

* Phone calls to the customers
* Phone interview
* Work with online research programs

**Relevant Skills:**

Word, Excel, PowerPoint, 1C

Ability to carry out multiple administrative tasks

Team player and equally effective working alone

Fast learner and able to absorb tasks and information quickly

Detail oriented

**Interests:**

Dancing, cooking, learning new things (such as coaching courses), travelling

Driver license more than 5 years