



# Olga Lazareva

✉ olazareva8848@gmail.com    ☎ +79112168577    📍 Russia, Saint Petersburg  
📅 10 Aug 1991    🖱 Portfolio    in LinkedIn    🐙 Github

## 🎓 EDUCATION

Sep 2014 – Jun 2016 Saint Petersburg, Russia	<b>M.A. in Advertising and Public Relations</b> , <i>Peter the Great St. Petersburg Polytechnic University</i> GPA: 4.9
Sep 2008 – Jun 2013 Saint Petersburg, Russia	<b>Diploma of Economist in Accounting, Analysis and Audit</b> , <i>Saint Petersburg State University of Economics</i> GPA: 4.4

## 💼 PROFESSIONAL EXPERIENCE

Dec 2017 – present remote	<b>Translator, TED</b> <ul style="list-style-type: none"><li>translated the English subtitles for 9 TED Talks</li><li>transcribed 1 Talk</li><li>communicated with TED speakers, translators, reviewers, language supervisors and coordinators</li></ul>
Apr 2015 – Feb 2022 remote	<b>Translator, Freelance</b> <ul style="list-style-type: none"><li>translated diploma works and research articles</li></ul>
Dec 2017 – Feb 2020 Saint Petersburg, Russia	<b>Senior Engineer, Law, Order and Security Committee of the city of Saint Petersburg</b> <ul style="list-style-type: none"><li>improved the effectiveness of document processing by 81% through creating, testing and optimising UI and UX Design of the internal MS Excel files sharing system</li><li>managed purchasing decisions and conducted analysis</li><li>communicated with suppliers and vendors</li><li>managed and coordinated an internship programme</li></ul>
Sep 2015 – Dec 2015 Saint Petersburg, Russia	<b>Intern in Advertising and Public Relations Department, Coffee Shop “DoMoD”</b> <ul style="list-style-type: none"><li>created marketing assets, content plan and optimised it for Instagram, Facebook and vk.com</li><li>conducted research on competitors and monitored their activity</li><li>communicated with the customers and a client</li></ul>

## 🌐 LANGUAGES

<b>Russian</b> Native speaker	● ● ● ● ●	<b>English</b> IELTS 7.5	● ● ● ● ●
----------------------------------	-----------	-----------------------------	-----------

## 🧠 SKILLS

UI/UX Design | User Research | Prototyping | HTML5, CSS3, JavaScript | Responsive Design  
Communication | Copywriting | Tools (Photoshop Illustrator After Effects XD Figma)

## 📖 COURSES

**Web Design for Everybody: Basics of Web Development & Coding Specialization**, Coursera [↗](#)

**UX Design Fundamentals**, Coursera [↗](#)