



Olga Lazareva

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

🎓 EDUCATION

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

💼 PROFESSIONAL EXPERIENCE

Dec 2017 – present remote	Translator, TED <ul style="list-style-type: none">• created Russian subtitles for 9 TED Talks• transcribed 1 Talk• collaborated with TED speakers, translators, reviewers, language supervisors and coordinators
Dec 2017 – Feb 2020 Saint Petersburg, Russia	Senior Engineer, Law, Order and Security Committee of the city of Saint Petersburg <ul style="list-style-type: none">• increased the effectiveness of document processing by 81% through bringing new ideas about developing a User-Centered Interface Design of the internal MS Excel files sharing system• assisted the purchasing process• communicated with suppliers and vendors• coordinated and inspired the interns, reviewed their work and gave them feedback
Sep 2015 – Dec 2015 Saint Petersburg, Russia	Intern in Advertising and Public Relations Department, Coffee Shop “DoMoD” <ul style="list-style-type: none">• created content plan for Instagram, Facebook and vk.com• conducted research on competitor activity• communicated with the customers and a client

🌐 LANGUAGES

Russian Native speaker	● ● ● ● ●	English IELTS 7.5	● ● ● ● ●
----------------------------------	-----------	-----------------------------	-----------

🧠 SKILLS

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

📖 COURSES

Web Design for Everybody: Basics of Web Development & Coding Specialization, Coursera [🔗](#)
UX Design Fundamentals, Coursera [🔗](#)
Fundamentals of Graphic Design, Coursera