Polina Bass Larsson

Library assistant

(Jul 2022 - Sept 2023)
Landskrona stadsbibliotek

Main duties include helping visitors with wide range of issues related to the library's fields of work in Swedish, English and Russian. I also operated library systems (Quria, MicroMac) and handled payments.

Coordinator of volunteers

(Aug 2022 - Sept 2022)
Landskrona Foto Festival, project employment

I recruited and managed volunteers and was responsible for every aspect of volunteers' work. I also compiled schedules and held daily meetings to provide updates for my team.

HR-Specialist

(Sept 2021 - March 2022)
Joint Institute for Nuclear Research, Russia

Responsibilities included recruitment process of international scientists, as well as employee onboarding. Significant part of my job involved maintaining archives and personnel data.

Customer Care Specialist

(Aug 2020 - Jan 2021)
Western Union, Latvia

Main areas of responsibilities were consulting Western Union clients, processing complaints, executing translation for external and internal needs, as well as working with CRM-system.

Contacts

✉ po.bass09@gmail.com

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Languages

Russian - native

English - fluent

Swedish - fluent

Soft Skills

Time Management
Creativity
Organization
Empathy
Patience

Hard Skills

Windows, Mac
MS Office
HTML, CSS
Bootstrap, Sass
React
Python
JavaScript
Git, Github
Figma

Translator and tutor
(Sept 2017 - Oct 2020)
Freelance

I worked with translations of texts and documents on various types of topics, and I also teached a course in Swedish for beginners.

Fullstack Developer
(Aug 2023 - present)
Teknikhögskolan, Sweden

Tech for Women
(Jan 2023 - Jun 2023)
Sundsgården folkhögskola, Sweden

Human Resources Management
(Oct 2019 - Dec 2019)
Coursera

Master's degree in Linguistics
(Sept 2017 - Jul 2019)
Saint Petersburg State University, Russia

Bachelor's degree in Philology
(Sept 2012 - Jul 2017)
Russian State University for the Humanities