

Anastasiia Suleimanova

content-manager

web designer

Batumi, Georgia

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Skills

web design
content writing
copywriting

WordPress, Bitrix, PrestaShop

Marketing materials:
pamphlets, brochures,
contact cards, flags
Presentations

Vector illustration:
icons, graphs, brand markers

AD materials:
banners, rollups

Adobe Illustrator	■ ■ ■ ■ ■
Adobe Photoshop	■ ■ ■ ■ □
Adobe Indesign	■ ■ ■ ■ □
Corel Draw	■ ■ ■ ■ □
Figma	■ ■ ■ ■ ■
HTML, CSS	■ ■ ■ ■ □
Google Tools	■ ■ ■ ■ ■
Trello	
Notion Databases	

Languages:

Russian (Native)
English (Advanced)
German (Advanced)

Certification:

[freecodecamp.org](https://www.freecodecamp.org)
Responsive Web Design

Experience

October 2021 - Present

BGS Group LLC (organization of events
in oil&gaz, medicine and energy sphere)

Senior Content Manager

- leader of a 3-member team
- managing projects' websites
- content writing and proofreading
- marketing and print materials
- multitasking, task management
- written translations en-de
- technical moderation on events
(Webinar Jam, BigMarker)
- presentations and templates

July 2014 - May 2019

Leading sales manager

LLC Sportmaster (the biggest retailer
of sporting goods in Russia)

- sales of professional sporting goods
- presentation
- KPIs and company's development program
- organization of seminars and training
within- and out of the company

Freelance:

- 2014-2023 - online shop management
(meinfell.de)
- 2012-2016 Translation agency Translate 2u
Translation and proofreading (en-ru-de)
- 2022-2023 Perlo GmbH
(web-site management, technical support)

Education

2009 - 2014

Chelyabinsk State University

Bachelor degree in Linguistik
and translation studies (German and English)

SS 2013 (March-June)

Christian-Albrecht Uni zu Kiel

Linguistics and translation studies
(scholarship for 6 months)

August 2013

Westfälische Wilhelms-Universität

Münster, Wirtschaftsdeutsch
(German in Economics)
DAAD program