

# Darya Borodikhina

Hardworking student focused on completing work quickly to consistently exceed targets. Reliable team member accustomed to taking on challenging tasks. Dedicated to business success.

## WORK EXPERIENCE

**PA "Astana Debate Union", Nur-Sultan — *Private Personal Assistant***  
(online)

AUGUST 2021 - PRESENT

- Planned executive air travel, hotel accommodations and meeting agendas.
- Performed shopping, made appointments with doctors and resolved medical insurance duties.
- Maintained an Instagram page for an educational center for children.
- Structured information through Google products (e.g. docs, spreadsheets, gmail)
- Made business presentations.

**Figure skating school "Altyn", Pavlodar — *Figure Skating Instructor***

DECEMBER 2021 - MAY 2022

- Coached skating team of preschoolers and amateur skating club.
- Taught students to gain high skill level not only on ice (e.g. spinning, jumping), but also off ice (e.g. ballet, cardio)

**PA "Astana Debate Union", Nur-Sultan — *School Department***  
(online)

NOVEMBER 2020 - MAY 2022

It was part-time project work. At least twice a year I and my teammate organized debating academies and National School Debating Championships (NSDC) in Russian, English and Kazakh languages. We have already formed, trained and sent the national team of Kazakhstan to the World School Debating Chan three times.

## EDUCATION

**Astana IT University, Nur-Sultan — *Bachelor of Science***

SEPTEMBER 2022 - JULY 2025

Field of study: Telecommunications

**Gymnasium №3 for gifted children, Pavlodar — *High School***

SEPTEMBER 2020 - JUNE 2022



## CONTACT

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## SKILLS

- Problem-solving
- Teamwork
- Written communication
- Leadership
- Adaptability
- Emotional Intelligence

## LANGUAGES

Russian - Native

English - Advanced