Resume

Shamshurin Eugene

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ICQ: 166669690
Date of birth: 24th of June, 1982

Work experience:

May 2002 – October 2003 – JSC "Holding company "Ukrspetstechnika" (www.ust.com.ua)
Interpreter + IT manager + Customs manager
Responsibilities:

- written translation of various subject matter texts (military, technical and economical)
- oral consecutive translations during negotiations
- maintaining LAN
- teaching staff how to use software
- communicating with custom's officials and custom brokers

November 1999 – current – freelance interpreter.
Responsibilities:

- translation of various subject matter texts;
- receiving orders, advertising myself and marketing policy setting;

Greatest project: translation of manuals for banking automation system (in collaboration with a translation agency)

Education:

1999-2004: Kyiv National Linguistic University
Specialist's degree in Business Administration.

Skills and language proficiency:

- Fluent English, Russian, Ukrainian, basic Spanish
- PC literate: MS Office, various Windows (including 2000 server), Internet
- Touch-typing ~350 characters per minute.
- Good office equipment skills
- Driving license

Personal characteristics:

- Easy learner
- Time-management skills, goal-oriented
- Good knowledge of marketing theory
- Sociable, friendly
- Not smoking

Hobbies:

Fitness, jazz, mountain bike, time management, reading books

Publications:

Time management project Improvement.ru http://www.improvement.ru/zametki/shamshurin