

## Kateryna Tykhonova

**Age** 28  
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### WORK EXPERIENCE

#### **Freelancing interpreter and translator (English-Russian-English) 2003 – currently**

##### **Customer Service Manager**

June 2014 – currently

**ETHON** <http://www.ethon.gr>

Georgioupolis, Crete, Greece

##### **Interpreter and translator (Russian-English-Russian)**

June 2013 – May 2014

##### **LLC Ukrainian Retail**

Retail chain of freshmarkets, 124 stores, 3000 employees; HQ in Donetsk, Ukraine

<http://brusnichka.com.ua>

##### **Responsibilities:**

- Interpreting during expansion trips
- Translation of contracts, marketing researches and other materials for internal use and use by partners/contractors
- Functions of the Import Manager

##### **Associate Editor and Proofreader**

November 2013 – April 2014

##### **TOTAL FILMMAKERS**

Independent Production Company

<http://www.totalfilmmakers.com>

##### **Responsibilities:**

Editing and proofreading the book TOTAL FILMMAKING

<http://www.totalfilmmakers.com/main/training>

##### **Interpreter and translator on contractual terms (Russian-English-Russian)**

September 2012 – June 2013

##### **System Capital Management**

Donetsk, Ukraine <http://www.scmholding.com/en/>

##### **Responsibilities:**

Interpreting during meetings and expansion trips; translation of materials of LLC Ukrainian Retail (Retail business of SCM) and Parallel (Chain of filling stations <http://www.parallel.ua>, part of SCM Group)

##### **Assistant to CEO**

July 2010 – May 2011

##### **System Capital Management**

Donetsk, Ukraine

##### **Sales Manager**

September 2003 – January 2004

##### **Advertising Agency “Stand UP”**

Luhansk, Ukraine

### EDUCATION AND QUALIFICATIONS

**2005 – 2009** Donetsk National University of Economics and Trade after M. Tugan-Baranovsky  
**Donetsk, Ukraine** Bachelor's degree in International Economics

**2005 – 2007** Luhansk National Pedagogic University after T. Shevchenko  
**Luhansk, Ukraine** Graduate Diploma in English and Teaching English

**2002 – 2005** Luhansk National Pedagogic University after T. Shevchenko  
**Luhansk, Ukraine** Three courses in English, French and Foreign Literature

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**2001 – 2002**                      Poplar Springs High School,  
**Florida, USA**                      **Future Leaders Exchange Program**

## **PERSONAL ACHIEVEMENTS**

**2008** – 7th by results of All-Ukrainian Competition in English among Students.

**2006** – 13th by results of All-Ukrainian Competition in English among Students.

**2005** – Finalist by results of University Competition in English among Students in Luhansk National Pedagogic University after T. Shevchenko.

## **COURSES, TRAINING**

**2014**                                      University of California, Irvine  
**On-line course**                      **The Power of Macroeconomics: Economic Principles in Real Life**

**2014**                                      University of Pennsylvania  
**On-line course**                      **Introduction to Marketing**

**2014**                                      World Bank MOOC  
**On-line course**                      **Risk and Opportunity: Managing Risk for Development**

**2014**                                      DTEK Academy  
**Donetsk, Ukraine**                      **Project Management Basics**

**2012**                                      Donetsk State University, Faculty of Romano-Germanic languages  
**Donetsk, Ukraine**                      **Course of French, B1** (intermediate)

**2011**                                      System Capital Management  
**Donetsk, Ukraine**                      **Corporate Time-Management**

**2011**                                      Albion International  
**Donetsk, Ukraine**                      **Presentation skills in English**

## **LANGUAGE SKILLS**

**English** – fluent written and spoken; **French** – written and spoken (B2); **Russian, Ukrainian** – native

## **COMPUTER KNOWLEDGE**

Experienced user of Windows, Mac OS, iOS, MS Office (MS Word, MS Excel, MS PowerPoint, MS Project, Outlook) and Internet (Opera, Google Chrome, Mozilla, Internet Explorer), social networks.

## **PERSONAL QUALITIES**

Communicative, diplomatic skills, sense of duty, accuracy, literacy, loyalty, ability to train and adjust to new unknown conditions, stress stability, ability to work in high rate and allocate working hours correctly, preference of team work.

## **REFERENCES AVAILABLE UPON REQUEST**