



Resume

Personal information

NAME / SURNAME Mikalai Dzisko
ADRESS Uniwersytecka 4, apartment 33; 02-036
PHONE NUMBER +48 796 436 406
E-MAIL mik.dzisko@gmail.com

CITIZENSHIP Republic of Belarus
BIRTH DATE 12.10.1993

Employment history

DATES OF EMPLOYMENT February 2013 - January 2016
POSITION Strategic Manager
RESPONSIBILITIES Client search, translation of documentation, SMM, strategic management.
EMPLOYER / ADRESS Diskogalerie LTD / EISISKIU SODU 5-OJI G.19 VILNIUS / info@diskogalerie.com / +375296597061 (Minsk number)
TYPE OF BUSINESS Creative studio (Design + Audio Marketing)

DATES OF EMPLOYMENT January 2016 - till present
POSITION Freelance Translator / SMM Manager / Analyst
RESPONSIBILITIES Different types of translations; compilation of subtitles and editing lists; promotion; communication with subscribers and communication in thematic forums; increasing the users engagement on the company pages (advertising mechanics, contests, etc.); data analysis.
EMPLOYER / ADRESS One of the customers: Daria Vasilyeva, documentation translation customer. sodandesign@gmail.com

DATES OF EMPLOYMENT 06.02.2017 - 15.04.2017 (Under the externship)
POSITION Translator
RESPONSIBILITIES Translation of documentation, maintain business correspondence.
РАБОТОДАТЕЛЬ / АДРЕС The National Institute of Education / Department on implementation of investment projects / Paul Malyshenko / +375 17 229 19 20 / niogrp@gmail.com



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Education

DATES	01.09.2011 - 15.06.2017
TYPE	Bachelor
QUALIFICATION CONFERRED	Foreign Affairs expert; Translator Consultant (in English and German).
GRADUATION THESIS	Interaction of Republic of Belarus and OSCE in the humanitarian sphere
ОРГАНИЗАЦІЯ	Belarusian State University

Skills

LANGUAGES	English / Russian / Belarusian
OTHER LANGUAGES	Ukrainian / German / Polish
PROFESSIONAL SKILLS	Bilingual translation English-Russian, Russian-English. Unilingual translation German-Russian. SMM techniques.
SOCIAL SKILLS	Resolve conflicts; plan and organise working process; make decisions and be responsible for the results; do critical thinking; strategic and creatively thinking; hold a parley; the ability to earn the confidence of colleagues, partners and superiors.
OTHER SKILLS AND KNOWLEDGE	Office suites of applications: iWork and Microsoft Office. Editors to create subtitles: Aegisub and Subtitle Edit. Advanced skills in Web browsing and working with E-Mail. Intermediate skills in Graphics/Image/Photo/Audio making.
ADDITION	I'm still learning and improving myself in SMM, languages, and other professional spheres.