

Viktoriia Anufrieva

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WORKING LANGUAGES

- **English to Russian**
- **Russian to English**
- **Chinese to Russian**

SKILLS PROFILE

- Experienced translator/ interpreter
- Excellent working knowledge using Microsoft Office, Adobe Acrobat, SmartCat
- Good filing and organizational skills
- Experience in handling confidential paperwork
- Good customer-relations background

EXPERIENCE

June 2014 – Present

Freelance Translator

Linguistics, logistics, general texts

Translation and proofreading:

- Contracts
- Reports
- Shipment documentation
- Customs declaration documentation
- Product descriptions

June 2017 - October 2017

Purchasing Manager Assistant/Translator, Relief-Centre, Ryazan, Russia

- Translating technical documentation.
- Translating Letters and shipment documentation, e-mail correspondence
- Communication with suppliers from Europe and China
- Coordinating the process of shipment
- Controlling the process of manufacture
- Translating product descriptions

October 2017 - now

English/Chinese language teacher

Recruiting Agency "Pyramida", Ryazan, Russia

- Designing curriculum/ lesson plans
- Giving private/group lessons to school children and adults

EDUCATION

September, 2009 - July, 2014

Ryazan State University, Ryazan, Russia
Faculty of Foreign Languages - English language and teaching
methodology(diploma with honours);

September, 2010 - June, 2013

Confucius Institute,Ryazan, Russia
Chinese language course;

September, 2014 - July, 2015

Changchun University, Changchun, China
Chinese language course (Confucius Institute scholarship)

September, 2015 - July, 2017

Faculty of Management (Master's program) (Jilin province
government scholarship)

AREAS OF EXPERTISE

- Linguistics
- Psychology
- Logistics
- Management
- Business, Financial texts
- General texts

References available upon request