Ayna Gasanova

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Prague, Czech Republic 📍

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EDUCATION

Humanities & Social Sciences
Anglo-American University

08/2013 – 08/2016   *Prague, Czech Republic*

Higher Education
Prague British School

09/2003 – 06/2013   *Prague, Czech Republic*

WORK EXPERIENCE

Executive Assistant
DXC Technology, NCE Consulting

06/2017 – Present   *Prague, Czech Republic*

Specializes in IT services and digital transformation solutions for large and mid-scale global organizations.

Tasks
- Travel and calendarorganization
- Interview coordination
- Purchase order processing
- Basic project management

Freelance Copywriter
Remote

11/2016 – 07/2017   *Moscow, Russia*

Supporting mid-size marketing agencies with content creation, translation and copywriting

Tasks
- Copywriting professional correspondance
- RUS-ENG, ENG-RUS Translation
- Creating online content for small startups

Technical Training Coordinator
Xerox

12/2015 – 11/2016   *Prague, Czech Republic*

Technology led business to business process services organization.

Tasks
- Preparing training material for newcomers
- Checking material for errors
- Mentoring and supporting newly onboarded staff

LANGUAGES

English ●●●●●
Russian ●●●●●
Czech   ●●●●●
French   ●●●●●

SKILLS

Technical training   Teaching   MS Office

Language teaching   Project management

Translation   Copywriting

SOFT SKILLS

Teamwork   Creativity   Time management

Attention to detail   Presentation

Problem solving   Flexibility

CERTIFICATES

Erasmus+ Youthpass
Youth exchange project taking place in Greece with 40 participants in a project organized by Erasmus+ titled "Young Journalists in Action".

Cambridge International Baccaluereate
(09/2011 – 06/2013)

INTERESTS

Writing   Reading   Travel   Graphic Design

WORK EXPERIENCE

○ **Technical Support Specialist**
Xerox

03/2015 – 12/2015   *Prague, Czech Republic*

Technology led business to business process services organization.

Tasks

- Supporting customers with technical and OS errors

- Account support within OS scope

- Handling cases where customers were dissatisfied