

Anastasia Voloshina

Terronska 68, Prague, 160 00

Phone: +420 776 600 809 E-Mail: nastya.voloshina95@gmail.com

Personal information

Email: nastya.voloshina95@gmail.com

Permanent residence: Czech Republic

Date of birth: 3.12.1995

Preferred field: Marketing, communications, PR, media

Experience

Freelance Proofreader and Creative Copywriter **October 2019-Now**

Proofreading, editing, and copywriting for clients in different fields.

Marketing Manager (Gin Travel) **January 2020-Now**

Creating content for all media platforms, including social media and the company website. Assisting with managing employees. In charge of the recruitment process.

Digital Marketing Assistant (Asiana) **June 2019-June 2020**

Assisting with marketing and advertising on social media platforms such as Instagram and Facebook. Creating content for Instagram.

Admin Intern (SAP Ariba) **October 2018-July 2019**

Assisting project managers with administrative tasks in the field of supplier enablement.

PR Intern (AMI Communications) **June-July 2018**

Assisting with PR and social media activities for companies in the IT business, such as HP and Foxconn.

Freelance Proofreader (Alza) **August 2017-June 2018**

Proofreading product descriptions for an online retailer that focuses on consumer electronics.

Project manager (Events Agents) **February-April 2017**

Organizing events such as team building for companies.

Intern (PriceWaterhouse Coopers Audit) **July 2015-April 2017**

Assisting in audit, working with companies such as SITA, RWE, AmRest, Ceske Drahy.

Assistant (Asiana) **September 2014-September 2015**

Administrative tasks, such as preparing and distributing advertising materials, delivering documents and communicating with customers.

Education

BA in Business Administration with focus on Marketing and Communications

2015-January 2019

Anglo-American University of Prague

International Baccalaureate

2015

Riverside High School

Primary School

2010

Malostranska Zakladni Skola (Malostranska Primary School)

Certificates

- Google Ads Fundamentals
- Google Ads Mobile Certification

Computer skills

- Microsoft Office - Powerpoint, Word, Excel
- Mac iOS - Pages, Keynote, Numbers
- Adobe Photoshop

Languages - trilingual

- English – fluent
- Russian – fluent
- Czech – fluent

Interests

- Sports
- Reading
- Creative writing/journalism
- Fashion and design