



Victoria Shuliak

Highly organized and enthusiastic professional

"I take pride in my work ethic both as a team member and as an individual"

Summary of Qualifications

Proven interpreter and translator for businesses, working mainly with Ukrainian, Russian and Chinese firms.

Experienced in e-commerce business, focusing on analyzing market & consumer trends to improve online sales.

Competent negotiator with an understanding of Chinese cultural business customs

Accomplished administrator, capable of organizing and managing business databases to allow for easy filing and retrieval.

Well versed with a variety of technology based programs and applications that are required in today's business environment

Contact Information

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Education

Masters in Financial Law

National University of State Tax
Service of Ukraine
Class of 2013

Additional Education

Chinese Business Language Certificate
Chinese Language Certificate
(2017 – 2018)
Beijing Language & Culture University

Chinese Language Certificate (2016)
Capital Normal University

Italian Language School (2014)
Sondrio, Italy

Public Speaking Certificate (2012)
National University of Theatre, Film &
Television

Path to Success for Young Lawyers
(2011 & 2012)
Ukrainian Ministry of Law

Languages

Ukrainian & Russian (Native)
English (Fluent)
Chinese (Intermediate)
Italian (Medial)

Work Experience

**Freelance Interpreter
Based in Beijing** **2018- Present**

Worked for various firms in Ukraine, Russia & China

E-commerce Analyst **2015 - 2016**
Taoguoji Online Shopping Platform

Focus was on identifying areas for improvement for both the online platform and various affiliate programs
Collaborate with various teams in Taoguoji e-commerce division to find and implement improvements for their online sites & applications

Translator **2014 - 2015**
Novobabel Translation Company

Provided Ukrainian & Russian to English translation for documents to ensure proper grammar and syntax
Reviewed and edited Russian translation for Chinese films.

Administrative Assistant **2013 – 2014**
Kniazha Vienna Insurance Group

Worked at the front desk handling incoming calls
Drafted correspondence for senior management
Coordinated events and provided travel and itinerary arrangements for senior management

Judicial Intern **2013**
Chudnovsky District Court

Provided Clerking services for Judge Prus R.I.