



# Odegova Nadya

Female, 41 year old, born on 13 June 1979

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drolmakagyu@gmail.com — preferred means of communication

Reside in: Montenegro

Citizenship: Russia, work permit at: Russia

Not ready to relocate, not ready for business trips

## Desired position and salary

### Translator; Administrator of International Projects; Personal Assistant, English Teacher

Administrative Personnel

- Translation

Employment: project work, part time

Work schedule: remote working, flexible schedule

Desired travel time to work: any

## Work experience — 19 years 9 months

October 2009 — till  
now  
11 years 1 month

### Ekaterinburg Art Foundation

#### International Art Project Coordinator

- 1.Preparation of international sculpture and photo exhibition in Russia devoted to the family topic.
- 2.Attraction of foreign sculptors and photographers for participation in the long-term travelling exhibition project.
- 3.Putting the information about the exhibition in the international internet-resources, professional art societies, foreign mass-media, and embassies. Promotion of the project world-wide.
- 4.Cooperation with a foreign transport company (exhibition logistics) concerning the shipment of foreign artists' sculptures to Russia.
- 5.Cooperation with customs broker concerning customs clearance of foreign sculptures in Russia.
- 6.Conclusion of copyright agreements with foreign artists.
7. Information gathering/translation for the international exhibition web-site www.expo-family.com. Translation news for the web-site and working with on-line artists' requests.
- 8.Taking part in preparation of bilingual exhibition catalogue.
9. Preparation of the grand opening of the exhibition within the scope of the 39th World Chess Olympiad in Khanty-Mansiysk city (oral translation of the welcoming speeches of the local authorities; accompanying of the foreign guests of the exhibition during the entire period of the Chess Olympiad).
- 10.Participation in other projects of the Art Foundation.

February 2009 —  
August 2009  
7 months

### Private foreign language practice.

#### Free-lance translator and English teacher

- 1) Translations. English classes (Sochi).
- 2) South Russian translation tour (11 cities) - interpretation of a University foreign lecturer. Topic – lectures on philosophy.
- 3) KIBI Institute (New Delhi, India) - Attended the course on practical psychology and philosophy in English language.

July 2007 —  
December 2008  
1 year 6 months

### LTD “Ghelios”, Krasnodar region, Black Sea coast

## Administrator of marketing and sales department; Manager of foreign trading activity, purchasing department

Manager of foreign trading activity:

1. Russian and foreign natural stone market analysis (India, Spain, Portugal, and Brazil).
2. Search of companies-suppliers, arranging contacts with foreign supplies. Forming databases of natural stone suppliers.
3. Receiving samples of the products, forming catalogue of the stone articles (prices, terms of delivery and etc.)
4. Placing orders.

Administrator of marketing and sales department:

1. Organization of client servicing and VIP-reception. Monthly reports on client's service.
2. Coordination of regional managers in Moscow and St. Petersburg.
3. Submitting documents for endorsement. Translation of company's promo materials.
4. Assisting in working out Project Management learning course on basis of PMBOK Guide.

April 2006 — June  
2007

1 year 3 months

## Private foreign language practice

### Free-lance translator and English teacher

1. Cooperation with language centers and translation agencies (translation, interpretation, notarial certification of translated documents). The most striking projects of the period:
  - a. Translation of the investment web-portal of Sverdlovsk region.
  - b. Translation of the presentation CD of the Ural Federal District.
  - c. Ural translation tour (5 cities) - interpretation of a University foreign lecturer. Topic - lectures on philosophy.
2. English classes.

December 2005 —  
April 2006

5 months

## “Center for Business Education” Ltd, Ekaterinburg

### Manager of educational programs

1. Working out business proposals, informational materials on the programs.
2. Informing potential participants of the programs.
3. Participants' registration; preparation documents for participants.
4. Cooperation with business-trainers.
5. Coordination of technical and organizational preparation of seminars, business-trainings, VIP-programs, business-courses.

February 2003 —  
November 2005

2 years 10 months

## Non-profit partnership “Journal University management: practice and analysis”, Ekaterinburg

### Deputy editor-in-chief

1. Processing materials for publication, literary editing of translated articles.
2. Building-up the structure of the issue together with the editor-in-chief.
3. Translation of English articles.
4. Writing up and translation summaries for every article in the journal.
5. Corresponding with authors of the journal including foreign authors.
6. Journal issue control (cooperation with maker-up, designer, proof-reader, printing-house and etc.).
7. Circulation and subscription control (control of the journal delivery to universities of Russian federation. Preparing necessary documents for delivery).
8. Formation and maintenance authors' and subscribers' database.
9. Content manager of the site <http://umj.usu.ru>
10. Preparing quarterly reports to grant foundation of the journal (in English)
11. Regional administrator of the TEMPUS TACIS program “Training infrastructures for the Russian book industry” (co-ordination of the project in the Ural region; promotion of courses for booksellers and

publishers).

October 2002 —  
February 2003  
5 months

## **“Stiltorg” Ltd, Ekaterinburg**

### **Personal Assistant**

- 1.Planning and scheduling GM's business day and social meetings, coordination of preparation presentations, negotiations, business trips (travel arrangements).
- 2.Documentation, information and administrative support.
- 3.Process in-coming documents, answer telephone enquires, maintain filing, solving administrative matters.
- 4.Placing orders (in English language) on materials delivery for trade equipment production.
- 5.Carrying on business correspondence (icl. foreign partners and suppliers.).

December 2000 —  
September 2002  
1 year 10 months

## **Asteria group” Ltd, Ekaterinburg**

### **Translator (English language)**

- 1.Translation of articles (economic, IT, business topics - Harvard Business Review, Fast Company).
- 2.Making English version of the corporate site.
- 3.Carrying on business correspondence with international partners.
- 4.Internet-search of companies-suppliers and placing orders on network equipment abroad.
- 5.Participation in business negotiations.

## Education

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### Higher

2002

### **Institute of International Relations (the second higher education), Ekaterinburg (Russia)**

Faculty of linguistics and cross-cultural communications”, Linguist, translator , Specialization - English language. Diploma in comparative linguistics.

2001

### **Ural State University, Ekaterinburg (Russia)**

Department of history, Faculty of international relations , Qualification - Specialist on European countries. Specialization with German language.

1998

### **Certificate of the Central European University**

Completion of the course - Nationality Conflict

1996

### **Student exchange program in USA**

Spectrum Community School

## Key skills

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Languages

Russian — Native  
English — C2 — Proficiency  
German — A1 — Basic

## Further information

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About me

- Excellent organizational skills (skills for planning and control), attention to details.
- Excellent interpersonal skills (kindness, optimistic, sociability, responsibility, high motivation for goal achievement)
- Flexibility – if necessary, to work flexible hours. Ability to handle a number of tasks at once.
- Language skills – native Russian, fluency in English
- IT – a high degree of literacy

#### Interests

- Travelling (India, Nepal, Europe, USA, Russia)
- Reading
- Foreign languages.

1996 - Student exchange program. Spectrum Community School is an alternative high school in Kingston, Washington, the United States. It is a part of the North Kitsap School District. The school has been running for over 20 years, and has earned two awards of Special Merit from the Grammy Foundation in Los Angeles. The school was designed for students searching for a nontraditional environment to learn in. It has sponsored exchange programs with Russia and Mexico. The school promotes social responsibility, respect for cultural diversity and appreciation for lifelong learning, and was founded by Chris Wendelyn in 1986.