

Zhukova Inna

Date of birth: 17.03.1981

Inna81.815@gmail.com

Education:

Georgian Technical University

Humanitarian faculty

Interpreter

Experience:

06..2006-09.2006 - Worked in Turkish company Gama for position Interpreter.

I did oral and writing translation, Responses to calls, Preparation of letters.

11.2007-07.2008 – in college for position teacher of English Language

07/2008-04/2010 –for position Methodist in **Private educational institutions of additional professional education "TRAINING CENTER OF NUCLEAR AND RADIATION SAFETY"**.

Communication with clients, answer phone calls, website editing, registering correspondence, work with the couriers, the organization of educational process, registration of contracts, scheduling training, business correspondence, translation from / into English writing, rarely communicating with foreign partners, work in adobe illustrator and Pinnacle Studio, translation of scientific articles.

07.2010-05.2015 – Interpreter in LLC “Aradem”

Preparation of letters, search for special equipment, communication with suppliers. Responses to calls, translation from / into English letters (only translation), contracts, telephone communication with foreign partners, to find the necessary information in the Internet, search for manufacturers of essential products for shipment to the final customer, the collection and registration of necessary documents for customs clearance, work with the agreements, the initial stage of communication with foreign partners and the process of registration of children's nutrition.

Periodically order tickets: air and railway., Order tickets on the sites of foreign companies, booking rooms in hotels in Russia and Europe.