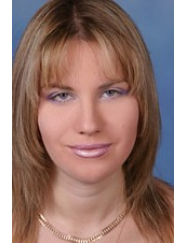


Yelena Zhemkova



08/2004 - 04/2005

Consulting company

Position: Office assistant

Responsibilities:

Arrangement and participation at the meetings for the purpose of translation, answering phone calls, making outgoing calls when requested, typing documents in English, Azeri and Russian, correcting and formatting documents, working with internet and E-mail, making translation of documents, letters, e-mails and etc, dealing with clients working with receipts and other documents, other duties as assigned by direct supervisors.

09/1999-08/2004

International Learning Center

Position: teacher of English language

Responsibilities:

Teaching children, adults in-group and individually. Preparation for entering the High school. Conducting of conversation clubs. Teaching Russian language.

10/1998-09/1999

“Express” company

Position: receptionist

Responsibilities:

Contacts with international and local clients, conducting of all correspondence, Translation of all kinds of documents, answering calls, receiving and sending information via E-mail, fax, typing.

Personal skills:

Excellent coordinating and interpersonal skills, excellent writing and presentation Skills, good analytical skills; resourcefulness, initiative, maturity of judgment, Negotiating skills, ability to establish priorities and to plan, coordinate and Monitor work plan, ability to draft clear concise reports, ability to collect and analyze data. Positive attitude, very enthusiastic, good organization and planning skills, calm under pressure, smart and presentable appearance, flexible and adaptable, reliable and punctual.

Academic history:

09/1997-07/2001

Bachelor

**State University of Foreign
Languages**

**“Translator
English language”**

09/1996-06/2001

Experience man

**Azerbaijan Financial
Economic College**

“Banking”

Other:

Computer skills:

Microsoft Windows XP, Microsoft Word XP, Microsoft Excel XP
Outlook Express, Internet Explorer