**EDUCATION**

< East European National University named after L. Ukrainky – faculty of translation (English language and literature), master’s degree.

**WORK EXPERIENCE**

< civil servant (in positions):

- secretary;

- secretary-printer

< work at the airport (in positions):

- deputy head of the information and service department;

- assistant of the personnel department;

- senior service inspector of the document work group.

**SKILLS**

● Confident user of office and PC programs;

● Organizational skills;

● Negotiation skills and business correspondence;

● Customer communication skills;

● Rewriting, copywriting skills;

● Experience in writing scientific papers.

**ADDITIONAL INFORMATION**

- writing articles in periodicals;

- English: B2; Turkish: B1; Spanish: B1;

- finished a course on QA/QC in IT Academy.