

ПЕРЕВОДЧИК, ОФИС МЕНЕДЖЕР

🔄 22 січня
2017

📍 Місто: [Львів](#)

Вік: 34 роки

Режим роботи: повний робочий день

Категорії: Робота за кордоном

Додаткова інформація

Особисті якості, хобі, захоплення, навички: polite, responsible, active, open minded, communicative, creative, quick learner. Punctual, accurate, strong work ethic, adaptive. I have basic knowledge of accounting. I am working with papers, drawing, and all office technic. I am a very quick learner, and have proficient knowledge of most admin packages, capable of touch typing to an accurate and moderate speed. General surfing and socializing on the internet. Checking on the current technological news. 2010 - 2011 cafe "Kazka" Position: Supervisor Duties: My responsibilities while at cafe Kazka were to ensure the general day to day running of the shop when the manager was not present, supervise staff, order stock and open/close the store at the end of the day. This also involved cashing off the till at the end of the day and counting the till at the start of the day. 2011 - 2014 German enterprises ODW "Elektrik" Position: Mounter (2011 - 2012) Duties: Mounting cables and assemblies, computer testing of cables Position: Office manager, department of modeling and engineering (2012-2014) Duties: organise and supervise all of the administrative activities that facilitate the smooth running of an office, managing filing systems and drawing, responding to customer enquiries and complaints, writing reports for senior management and delivering presentations, delegating work to staff and managing their workload and output, arranging regular testing for electrical equipment and safety devices. I am still working at this position 1996 - 2006 Gymnasium of Novyi Rozdil (English Department) 1998 - 2000 Musical school (Dancing and Piano) 2007 - 2013 faculty of applying linguistics (Business English, German, Computer Science, Theory of translation) at National University "Lviv Politechnic" – Bachelor degree 2013 - 2014 faculty of applying linguistics (Technical English, German, Polish, Theory of translation, Programming - Python) at National University "Lviv Politechnic" – Master degree