



Kamilla Cengiz

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Competences

- Management of business and office documentation flows
- Ability to complete the set targets fully
- Marketing research and analysis skill
- Fluent oral and written English Russian and Russian English
- 10 years of experience and understanding of business approaches in Russia
- Working Experience in international and multi-cultural business environments
- Commercial Awareness
- Result Oriented

Experience

Freelance Russian English Interpreter/Translator (Sole Proprietor) 2007-present
Aircraft Delivery Assistance, Air Lease Corporation, MSN 33501, Moscow & Sochi, 2017
Business and Marketing Assistant at Ozkan Cengiz Engineering 2016-present
Aircraft Documentation Assistant at Ozkan Cengiz Engineering 2016-present
Expansion Director & Interpreter at Russian Branch of IDEAs FreeBoss, 2014-2015
Personal Business Assistant and Interpreter of Marc de Turck Business Coach, 2013-2015
Senior Russian English Interpreter, Majestic Cruise Line, Caribbean 2010-2011
Office Assistant at LLC Walk-In Foot Care, New York City, US 2008-2010

Education

Linguistics and International Communication Department, MCPU, 2008
International Communication and TESOL Course, New York, NY, 2010
Success Through Communication Course, CSM, Moscow, 2004
Basics of Marketing and PR Training Course, Business Forward Training Center, 2013
Basics of Sales Training Course, Business Forward Training Center, 2013

Language Skills

Advanced in English (written, oral)
Native Russian Speaker
Beginner in Spanish and Turkish

Computer Skills

Proficient in MS Office App, Photoshop, Facebook Promotion, etc.

Other

Married

Non-smoker

Statistics

3500+ happy clients

2600+ positive feedbacks

650+ document translations

58+ exhibition attendance

200+ business meetings

23+ countries visited

Clients

Uniqlo, METRO, NST, Performia, BusinessForward, IDEAs Freeboss, Proflora and many others.

References

References are available on request.