

Elena Menshikova

EXPERIENCE

Professional Court Interpreter

Court of Savona, Italy | 2012 – present
Translation of legal, technical, medical and other documentations, working with several translation services.

Foreign Client Manager

International Home Real Estate, Bordighera, Italy | 2011
Active help in choosing an apartment / house
Communication with potential clients about payments, documents, translations. Bilateral interpretation.

Tour leader and interpreter

Giver Viaggi e Crociere | 2005 – 2011
Translations in Russian and Italian. Guided touristic tours in Russia, database maintaining. Manage all group, bookings, transport, visits, creating tourism marketing materials. Duty management.

Interpreter in intercultural immigration office

Loano, Italy | 2009
Translations and interpreting services

Teacher and translator

Interlingua Language School, Belgorod; Russia | 2007 – 2008
Developing and selecting teaching plans and materials. Working with different language level students. Translation services.

Import manager

La Maison Design, Moscow, Russia | 2008– 2009
Collaborating with the providers. Administering orders and all office documentation. Participations during international design exhibitions, consulting clients, maintaining and updating the database of importers, emails, calls to Italian manufacturers. Supervising the inside transfer products.

EDUCATION

MBA diploma

Technical Institute of Moscow | 2017

Faculty of management and Economics; Logistic profile

University Degree in Foreign Languages (Honour Degree)

University of Voronezh, Russia | 2007

Faculty of Romance and Germanic Philology, Department of Italian Language

High School Diploma

Chernyanka, Russia | 2002

LANGUAGES

Russian Native
Italian Proficient
English Excellent
French Basic

COMPUTER

MS Office, Mac OS, Linux,
Windows



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+7980523929 (rus)



Savona, Italia



Via Giardini 18

PROFILE

I am a punctual, reliable and motivated individual who is able to work in a busy environment and produce high standard of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. Determined and decisive. I identify and develop opportunities

SKILLS

Management experience
International Exhibitions
Deadline success
Problem solving
Commercial skills
Adaptability
Tenacity

INTERESTS

Reading, theater, travelling