PERSONAL INFORMATION Daria Gavrilova

 33, Shevchenko street, 630008 Novosibirsk (Russia)

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 danya7gavrilova@gmail.com Skype victorious807

WORK EXPERIENCE 

25 May 2015–1 Sep 2015 Translator

Sibefir, Novosibirsk (Russia)

* Edit articles (design, grammar);
* post articles;
* edit website (HTML - code)

18 Jul 2016–31 Aug 2016 English teacher in elementary school

AIESEC UI, Jakarta (Indonesia)

* Teach basic English;
* teach eco-friendly education for unprivileged kids

1 Oct 2016–13 Oct 2016 Team member

AIESEC NSTU, Novosibirsk (Russia)

- Raise companies for collaboration

13 Oct 2016–Present Project manager

AIESEC NSTU, Novosibirsk (Russia)

* Team leader of the "Teach for change" project;
* raise companies for collaboration;
* do interview with applicants;
* organise different culture events for exchange partners

15 Nov 2016–Present Vice President of Incoming Exchanges

AIESEC - NSTU, Novosibirsk (Russia)

* Run all projects inside 2 departments: volunteering and professional internships;
* Organise work in teams of both departments;
* Raise companies for collaboration;
* Do interview with applicants

EDUCATION AND TRAINING

1 Sep 2015–Present

NSTU, Novosibirsk (Russia)

Designing of economic information systems;



business process knowledge

PERSONAL SKILLS

Mother tongue(s) Russian

Other language(s)

|  |  |  |
| --- | --- | --- |
| UNDERSTANDING | SPEAKING | WRITING |
| Listening | Reading | Spoken interaction | Spoken production |  |

English C2 C1 C2 C2 C1 Spanish A2 A2 A2 A2 A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user [Common European Framework of Reference for Languages](http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr)

Communication skills - Good communication skills through my experience of organisation different events in the school, university and local comitee of AIESEC organization;

* good contact skills with kids through the experience in Jakarta as volunteer English teacher

Organisational / managerial skills - Good organizational skills gained as project manager, currently responsible for a team of 10 people;

* good team-leading skills as volunteer English teacher

Digital competence SELF-ASSESSMENT

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Information processing | Communication | Content creation | Safety | Problem solving |
| Independent user | Proficient user | Proficient user | Proficient user | Proficient user |

[Digital competences - Self-assessment grid](http://europass.cedefop.europa.eu/en/resources/digital-competences)

Proficient user of MC Office; Intermediate user of HTML and CSS

Other skills - play tennis: play tennis for 9 years, I'm in the university team reserve;

- reading: it helps to do self-education in web-developing