**Nyazik Berdyyeva**

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**EDUCATION**

# Fair-special, Professional school №4, Ashgabat, Turkmenistan, (TM), (May 2013)

Major: Master of service and repairing computers and equipment.

# Bonus courses. American Councils for International Education Office in Ashgabat, Ashgabat, Turkmenistan, (TM), (2012-2014)

**Job EXPERIENCE**

# “Faberlic” the Russian Cosmetology Company, Consultant (June 2023-current time)

* Creating content (advertisement posts, stories, Reels)
* Working with social media 9tiktok, Instagram, Facebook, YouTube)
* Finding new clients
* Communication with clients
* Generate new ideas/strategies to improve business
* Analyze and improve results
* Provide presentations for better quality in work

# Translator/ Contract Specialist “Jawad Oil and Gas” Afghanistan Company (2022)

* Translation of technical documentation
* Contract design (both English and Russian versions).
* Checking and editing final version of contracts for existence of mistakes
* Basic knowledge

# “Sbermegamarket” the Russian online marketplace. Call operator, Call Center in Ashgabat, Turkmenistan (September- November, 2021)

* Taking a call/calling back to provide information of interested products
* Helping to find the best proposal
* Develop PR-strategies for improvement the quality of work

# “Miller and Lents” American Oil and Gas Company in Ashgabat, Turkmenistan (September, 2015 - 2020)

* Organizing and maintaining reports and presentation files;
* Assisting when reporting meeting minutes
* Translation for OSCE team members during official meetings
* Developing and submitting grant and progress reports to company’s headquarters and the Regional Coordinator;
* Organizing and conducting workshops, presentations, seminars, fairs, and other projects (for example: application preparation; fields of study information; pre-departure orientation);
* Handling all logistical issues such as securing locations, preparing materials, and contacting participants for advising projects;

# Translator for the Representative of American Universities organized at the Exhibition Center “Sergi Koshgi” in Ashgabat, Turkmenistan. (May, 2012):

* + Interpreting the information to the participants.
	+ Translation of articles
* Meeting and providing the excursion to the representatives.
* Minor logistics

**LANGUAGES**

Russian—native speaker (fluent) English—fluent

Turkmen—limited knowledge

Spanish —basic knowledge

**TECHNICAL SKILLS**

Windows Ultimate/8.0, Mac OS Mountain Lion/ OS X Mavericks, Microsoft Office 2010/2012 (Word, PowerPoint, Excel, Outlook), Access 2003, Social Media (TikTok, Instagram, YouTube, Facebook)

Office equipment: scanner, printer and copier machine.

**RESEARCH & PROFESSIONAL INTERESTS**

Contextualization and interpretation of images Museum studies and conservation/preservation Ceramics, Photography and painting