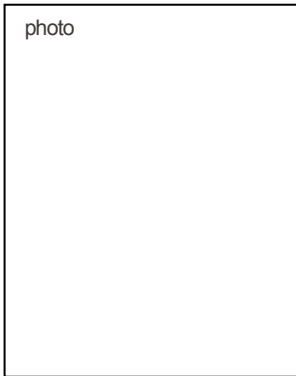


## Tatiana Nikolaevna Kuznetsova



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✉ [Tnk1000@mail.ru](mailto:Tnk1000@mail.ru)

**Date of birth** 07/03/1992

**Nationality** Russian

Not married,

Children no

### STUDY AND WORK EXPERIENCE

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November 2014-January 2015

#### **Assistant in logistics department, Company Logoway, Moscow**

- Workflow
- Work with customs, finding flights and carriers for goods,
- Correspondence with suppliers

November 2013-February 2014

#### **Assistant in sales department, Company Nokey, Moscow**

- Work with the database and clients, calls,
- Preparation of commercial proposals, preparation of reports (monthly)
- Assistance in organizing meetings and presentations,
- tenders, workflow

February 2013-September  
2013

#### **Lawyer's assistant, "Justice" college of law, Moscow**

- Work with documents, correspondence,
- Courier work, call processing

July 2011, July 2012,  
July-August 2014  
January-February 2015

#### **Intern (Assistant of an economist), "Department of Agriculture in Tambov region", Tambov, Tel 8 (475) 272-35-93**

2011-2013

#### **Translator during agricultural exhibitions, The Expo Center**

English-Russian Translations for different projects

### EDUCATION AND TRAINING

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2013-2015

#### ***Master of marketing and agrarian trade***

Russian State Agrarian University- Moscow Timiryazev Academy (RTAU-MTAA) & Slovakian Agrarian University (SPU) in Nitra, Slovakia  
Thesis about federal programs of agricultural development in Russia

2009-2013

**Bachelor of management**

RTAU-MTAA

2009-2012

**Diploma of translator in economics (RTAU-MTAA)**

1. Certificate of one month course of studying English in Kaplan school in Australia
2. -certificates of taking part in conferences :
3. Conference in Novi Sad, Serbia, October 2014,
4. Conference in Korelia , Russia , November 2013
5. Conferences in RSAU-MTA 2011, 2012, 2013
6. Participation in business forum Seliger, Tverskaya oblast, Russia
7. Participation in international summer School RSAU-MTAA
8. Certificate IELTS
9. Certificate of Goethe Institut (2014-2015, A 1.2, A2.1)
10. Certificates of active participation in sport and cultural life of University
11. International Youth Forum Seliger (June 2013, lectures for developing leadership and communication skills)

PERSONAL SKILLS

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Languages

Russian (native), English (C1), German (A2)

Communication skills

Communicative, always interested in sharing experience and maintaining cross-cultural dialog; 4 years official leader of the group in university

Organisational / management skills

Much experience in organizing processes the proper way; lectures about time management; experience in organisation University meetings and parties

Job-related skills

Well-organized and hardworking (experience as assistant); office work; participation in conferences and expeditions

Computer skills

Microsoft Office™ tools, 1C, Outlook

Driving licence

B

Other skills

Horse riding, photography, physical activity, playing the piano

Publications

- Sustainable development of rural areas. Problems and their solution, 2012  
- Actual problems of management: Ways of organization and reaching effectiveness of different forms of management in the agrarian sector of Russia, in: Proceedings of the 38th conference of agricultural students and veterinary medicine with international participation, Novi Sad, 20. November 2014.