

Bannikova Elena V.

Citizenship – Russian

21.06.1983

single, no children

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Education

- 2000-2005 — Ural State Technical University, Dept. of Economics and Management/Linguistics and Cross-cultural communication, Linguist-interpreter, Diploma
- 2008 — Peoples' Friendship University of Russia, PR Management and Advertisement, Diploma

Work experience

09.2011 – present, Freelance translator

Written translations in the following spheres: marketing, web-sites, legal documents, agreements on banking, FX, insurance, supplies, tender documentation, corporate documentation, bank statements, technical requirements, job descriptions, audit reports, etc. Permanent co-operation with 3 Russian and Belarusian translation agencies as a freelance translator. Outsource translator for L'Occitane, Ecolab, Kinetsu, Crédit Agricole, Solid Broker, Valeo Services, P&G, Red Bull, Daimler Chrysler, McDonalds, TATA Communications, PwC, etc. Eng-Rus translations of EU regulations and other official documents.

Interpreting for private clients, notary.

Translation of videos. Literary translations.

Interpreting for Mr. V.Tolstoy, cultural adviser to the President of the RF at the World Cultural Forum (Bali, Indonesia, November 2013).

Sample translations are available upon request.

07.2010 – 03.2011, International Financial Holding FOREXCLUB, Podgorica, Montenegro Board Secretary

Administrative support of the Managing Board: minutes, preparation of documents for meetings, taking records of Board's decisions and monitoring of their implementation, publication of the minutes and approved official documents on intranet, planning meetings, drafting letters on behalf of the Chairman, other administrative support.

Business assistance for the Chairman.

Performing researches upon request.

Collecting budgets, business-plans from department heads for 2011 and monitoring of their implementation.

Independent Project managing – implementation of electronic document flow (Drafting requirements for the system of electronic document flow considering demands of Administrative, HR, Legal and Finance departments, specification, tender for vendors, testing).

Organization of corporate international conference in Budva (Nov. 2010 – 120 participants from 8 countries, 5 days): concept, tenders, vendors, correspondence and agreements, banquet and show (hotel, transfers, technical support, educational organizations, event companies, artists, other vendors). Budget estimations, contractual support, invoices processing, expense reports.

HR Dept. assistance - drafting of job and vacancy descriptions.

Finance Dept. assistance - Consolidating of corporate glossary for Financial Reports.

Legal Dept. assistance - Systematization of company's corporate and legal documents, agreements, creation of contract's database. Organization of legal/finance archive. Participation in creation of agreements database and describing the policy of agreements approving, signing and storing.

Translations.

09.2007 - 07.2010, Ernst & Young (CIS) B.V., Moscow, Russia

Executive assistant for Legal Partner (expat)

Assistance to the Director of legal practice in CIS (EY Partner) and associates. Administrative support (schedule and travel coordination, business correspondence, expense reports, business trips reports, other reports, scanning, copying and binding documents, etc.).

Work with notary (statutory notarization, translations, powers of attorney, etc.).
Contracts registration and filing, databases management and coordination (client and vendor contracts, POAs). Issuing corporate powers of attorney for all Russian entities, signing them with the relevant entity Director. Preparation of tender documentation upon customer services departments. Preparing, formatting, proofreading and working with legal documents, presentations, translations, other documents in English and Russian.
Work with governmental authorities (Tax Authorities, Medical Institutions, Immigration Service). Assistance in preparation of Bank cards, Corporate Insurances, Board Meetings, new companies registration, etc.; ensure that accountants correctly and timely manage financial activities of the project.
Participation in elaboration of global database, its practical testing and final adjustment. Vendors' invoices processing – approval process and payment control.
Organization of internal department's events.

11.2005 - 09.2007, ZAO Citibank, Ekaterinburg, Russia

Sales Administrator

Overall internal clients' documents processes control.
Documents check and acceptance according to the bank criteria.
Data entry, maintaining, managing and participation in creation of databases.
Daily/weekly/monthly reports on sales, pending documents, other issues.
Consultation of sales agents, preparation and conducting of quality control trainings.
Co-operation with other departments of the bank on administrative issues.
Statistics researches and reports.
Maintaining stationery stock for the department.

03.2004 - 09.2005, NGO ROMA-URAL, Ekaterinburg, Russia

Interpreter/translator

Interpreting at trainings, seminars and other meetings with British police and NGOs representatives, interpreting at court, and informal meetings; participation in elaboration of grant programs; written translations.

09.2003 - 09.2004, Assistant for PhD Nikola Torode (UK)

Personal interpreter/translator

Personal interpreter for Nicola Torode (European Dialogue representative in human rights, PhD London Metropolitan University, Communicating Cultures Director).
Translation of articles in economics, legal issues, social and legal studies manuals, codes, etc.
Interpreting at meetings with professors, social workers, representatives of local authorities.

06.2002 - 02.2003, Advertisement company PILLARS+, Ekaterinburg, Russia

Client manager

Client manager, later promoted to project coordinator.
Representative of the company at exhibitions.
Negotiations, work with clients, data processing, estimation of orders, coordinating of work of the team of designers and engineers.
Correspondence with Russian and foreign suppliers.

Personality

Mature, positive-thinking, team-player, ability to learn and work under pressure, willingness to work, self-motivated, meet deadlines.

Additional information

Languages: fluent English, inter-medium French.
Strong computer skills
Driving license B
Participant of international students and volunteers programs (2004 USA, 2003 France)

Reference letters

Available upon request