



# Maria Petrenko

"Per aspera ad astra."

[maraki.petrenko13@gmail.com](mailto:maraki.petrenko13@gmail.com) 

6955168251 

OAED Card, Eligible to Work in Greece 

## PROFILE

Maria is a versatile English, Spanish and Russian language specialist, content manager and text writer (copywriter) who has eight years of experience with both technical and general materials in a broad range of subjects, such as business and e-commerce; travel, tourism and gastronomy; education and language-learning, two years working remotely in the banking sector, and two years of experience in entertainment and merchandise retail.

## WORK EXPERIENCE

### Freelance Translator, Copywriter & Content Manager

2010 – 2018

Ukraine & EU

Projects/Achievements:

- ❖ Medical, academic and other types of paperwork, i.e. hospital records, academic records, CVs, audit results; focused on and maintained technical accuracy
- ❖ Restaurant menus, websites and promotional materials; contributed to creating an attractive image and bringing in new customers
- ❖ Travel materials, e.g. general press articles, brochures and catalogues; helped highlight Crimea's cultural heritage and unique and little known tourist attractions

### Remote Translator

PrivatBank

2012 – 2014

Ukraine

Achievements/Tasks:

- ❖ Translated and/or proofread confidential correspondence, as well as legal, financial and commercial paperwork (including KYC packages), following the bank's quality standards to ensure the fulfilment of the legal and ethical obligations to the client
- ❖ Responded effectively and immediately to meet strict deadlines

### Assistant Store Manager (Part-time)

Virgin Megastore

2010 – 2012

Ukraine

Responsibilities:

- ❖ Supported the store team; received new shipments
- ❖ Researched and analysed the entertainment and merchandise market; anticipated new market trends; 6-week internship with Forbidden Planet (London, UK)
- ❖ Managed the e-shop
- ❖ Tactfully handled complaints and problems

## REFERENCES

### Natasa Mela

Greek Language Teacher

Piraeus Open School for Immigrants

## LANGUAGES

Russian: ● ● ● ● ● (Native)  
English: ● ● ● ● ● (Bilingual)  
Spanish: ● ● ● ● ● (Advanced)  
Greek: ● ● ● ○ ○ (Working Proficiency)

## SOFT SKILLS

- Analysis
- Creativity
- Adaptability
- Active Listening
- Writing
- Problem-solving
- Research
- Time Management
- Self-motivation
- Cultural Intelligence
- Maintaining Data and Client Confidentiality

## TECHNICAL SKILLS

- PC/Laptop/Tablet/Computer Peripherals
- MS Windows & Office Suite
- G Suite (G Docs, G Sheets)
- Open Source Software
- CMS
- CAT & OCR Tools
- Adobe Photoshop & Paint.NET
- Confident Internet User
- Additionally:
  - setting up a computer workstation
  - software installation and troubleshooting
  - ensuring privacy and security; data recovery

## EDUCATION

### Computer Science Engineering

Complutense University of Madrid

09/2012 – 03/2014

Madrid, Spain

### Philology (Foreign Languages and Intercultural Communication)

Institute of Education and Humanities,

Sevastopol National Technical University

2007 – 2012

Sevastopol, Ukraine