



## **Ganna Kondratiuk (安娜)**

**DATE OF BIRTH:** 23.12.1992  
**PLACE OF BIRTH:** Vinnytsia, Ukraine  
**ADDRESS:** Brussels, Koekelberg  
**E-MAIL:** anya.kondratiuk@gmail.com  
**PHONE:** +32 485 74 71 52

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### **WORK EXPERIENCE**

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#### **Manager of international relations; Translator; General director assistant**

*“Beijing Peace Tour Cultural Exchange Center”, China, Beijing*

[June 2016-May 2017]

Responsibilities:

- Chinese/Russian/Ukrainian/English translations
- Organization and translation of business negotiations
- Communication with international partners
- Organisation of International art exhibitions
- Contacting with government authorities
- Official invitations, visa processing
- Accompanying international VIP guests
- Data analysis
- HR manager responsibilities

#### **English teacher**

*“Hampson”, China, Hangzhou*

[Sept 2014-January 2016]

Responsibilities:

- Teaching English language to Chinese kids (4-7 years old)
- Lesson preparations: PPT presentations, games, activities

#### **English teacher**

*“Galilee”, China, Wenzhou*

[Sept 2015-April 2016]

Responsibilities:

- Teaching English language to Chinese kids (10-15 years old)
- Lesson preparations: book exercises , games, songs

#### **Interpreter**

*ENEMO (European Network of Election Monitoring Organization), Kiev, Ukraine*

[May 2014]

- Ukrainian/English translations for ENEMO foreign members in Ukraine

### **Interpreter**

*Chinese-Ukrainian Agricultural Exhibition, Kiev, Ukraine*

[March 2014]

- Chinese-Ukrainian/Ukrainian-Chinese translation for participants of the exhibition

### **Intern**

*“State Food and Grain Corporation of Ukraine”, Kiev, Ukraine*

[Sept 2013-Dec 2013]

- Chinese/English/Russian translations
- Data analysis

### **Volunteer**

*EURO 2012 Ukraine*

[June 2012-July 2012]

- Working at the “European Village”
- Translations and help for foreign guests

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## **EDUCATION**

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### **Hangzhou Normal University, China, Hangzhou**

*Master degree*

[Sept 2014-June 2017]

- Chinese Applied Linguistics (School of Humanities)

### **Taras Shevchenko National University of Kyiv**

*Master degree*

[Sept 2014-June 2016]

- Language and Literature (Chinese, English) and Translation

### **Taras Shevchenko National University of Kyiv**

*Bachelor degree*

[Sept 2010-June 2014]

- Language and Literature (Chinese, English) and Translation

### **Nankai University, China, Tianjin**

*Chinese language and culture courses*

[Sept 2012-Dec 2012]

### **Jilin University, China, Changchun**

*Chinese language and culture courses*

[March 2013-June 2013]

### **Vinnitsya gymnasium №1 specialized in English language, Ukraine**

*School education*

[Sept 2000-May 2010]

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## EXTRACURRICULAR ACTIVITIES

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### **European Youth Parliament**

*Member*

[2009-2014]

Took part in the conferences:

- First Euro African Youth Parliament 2014 (Germany)
- International EYP Forum in Armenia 2014 (Armenia)
- Batumi International Forum 2012 (Georgia)
- Vinnitsya National Selection 2012 (Ukraine)
- Chernihiv Regional Session 2011 (Ukraine)
- Sumy National Selection in 2009 (Ukraine)

### **Ukrainian national folk dance club “Radist”**

*Member*

[1999-2009]

- Actively took part in the international dancing contests in Poland, Turkey, Moldova

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## SKILLS&OTHER INFORMATION

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### **Languages**

- Chinese (advanced)
- English (advanced)
- Ukrainian (native)
- Russian (native)
- French (beginner)
- Italian (speaking level)

### **International Certificates**

- HKS (汉语水平考试—Chinese Proficiency Test) 6 level, 251 points
- IELTS (International English Language Testing System) 7,5 points

### **Computer skills**

- Microsoft Office (Word, Excel, Power Point)
- Adobe Fine Reader
- Internet (Firefox, Explorer, Opera)
- Social Media (E-mail, Facebook, Instagram)

### **Other Interests**

- Travelling
- Photography
- International relations
- Chinese language and culture