

## RESUME



**Anastasia Semashko**

### EDUCATION AND QUALIFICATION

2009 – 2012	Belarusian State University, International relations department, postgraduate student of chair for Oriental languages with a specialization in Theory of language (the Chinese language) No. 10.02.2019
2008 – 2010	Belarusian State University of Culture and Arts, faculty of retraining for the executives and specialists with higher education, degree in Choreography. Qualified as Choreograph-tutor.
2003-2008	Belarusian State University, faculty of International relations, degree in Country Studies Through Languages. Diploma with Honours. Qualified as International Orientalist, Translator Consultant (Chinese and English). Honored with diploma of Valedictorian of faculty of International relations of BSU.

### WORK PLACEMENT AND UPGRADE TRAINING COURSES

September, 2018	Beijing Foreign Studies University's courses of top-level Russian-Chinese translation for participating countries of SCO and Eurasia region commissioned by Ministry of Foreign Affairs of China.
May – June, 2017	Beijing Foreign Studies University's courses of top-level Russian-Chinese translation for participating countries of SCO and Eurasia region commissioned by Ministry of Foreign Affairs of China.
October, 2016 – March, 2017	Educational institution Institute of Entrepreneurial Activity, escort interpreter courses (Chinese and English) (Minsk, the Republic of Belarus).
July, 2016	Union of Translators of Russia, Astrakhan regional division, program "Intensive conference interpreting course" hosted by Caspian School of Interpreting studies (Astrakhan city, Russian Federation).
July, 2016	Amicus TransTec Limited enterprise and Doug Lawrence, training course "Creating an International On-line Presence".

July, 2016	Business-bureau of Translator's Association (Yekaterinburg, Russian Federation), intensive training course for translators "Perevodcheskiy spetsnaz"
2013	ARI (Yunnan) Trading enterprise, training course for sales supervisors Aer Rianta International (Kunming city, Yunnan province, China).
September, 2011 – January, 2012	Yunnan Normal University (Kunming city, Yunnan province, China), upgrade training course for experts in the Chinese language.
January – August, 2011	Language school Streamline, intensive course of the French language, certificate A1.
November, 2010	Headquarters of Confucius Institute (Hanban), Nankai University (Tianjin city, China), Chinese Teaching Methodology and educational resources training course for experts.
July – August, 2008	Yunnan Normal University (Kunming city, Yunnan province, China), special the Chinese language improvement training courses for scholars of Office for Education Questions of China (Hanban).
February – April, 2008	Pre-graduation internship in Asia department of Division for Asia and Africa of Ministry of Foreign Affairs of the Republic of Belarus. Head of the internship from MFA is Head of Division for Asia and Africa – Stepus A.A.
February – July, 2006	Beijing Foreign Affairs University (Beijing, China), Chinese as a foreign language department, program "The Chinese language and culture for foreign diplomats".

### WORK EXPERIENCE:

<b>Period:</b>	<b>Name of employer and position:</b>	<b>General responsibilities:</b>
February, 2017 – to the present day	Republican Institute of Chinese studies n.a. Confucius of BSU, supervisor of work activity center (part-time job), member of temporary research team.	Preparation and running events (conferences, seminars, workshops, etc.), participation in Chinese scientific studies.
February, 2016 – to the present day	Individual entrepreneur (Minsk city, the Republic of Belarus)	Translation and interpretation (consecutive, simultaneous interpretation from/to Chinese); - services of escort Chinese interpreter.
April – July, 2015	Air China airlines administrative office (Minsk city, the Republic of Belarus), Chief of passenger and luggage screening Service, translator.	- control of passenger check-in and their luggage; - despatch of current business, related to passenger check-in. - passenger boarding assurance; - preparation of support documentation for a flight, etc.
February, 2014	Kunming Haina Training School	- school organization and management;

– January, 2015	(Kunming city, China), English language teacher	<ul style="list-style-type: none"> <li>- planning, preparation and giving lessons for variously-aged students with different attainment levels;</li> <li>- development of test and examinational tasks and exercises;</li> <li>- commenting and assessment of oral and written work;</li> <li>- participation in promotion and marketing activities of the language school.</li> </ul>
September, 2013 – February, 2014	Irish trade company ARI (Yunnan) Trading Co., Ltd (Kunming city, China), sales supervisor	<ul style="list-style-type: none"> <li>- assistance for sale manager in human resources management, staff motivating to achieve target volume of sales;</li> <li>- assistance for sale manager in revision and realization of strategic sales plans;</li> <li>- assistance for sale manager in creating of saleabilities by determining appropriate business goals;</li> <li>- management of given team;</li> <li>- control of sales consultant;</li> <li>- analysis and assessment of staff working efficiency;</li> <li>- preparing of sales report.</li> </ul>
February – August, 2013	Irish trade company ARI (Yunnan) Trading Co., Ltd (Kunming city, China), sales advisor	<ul style="list-style-type: none"> <li>- preparing and realization of sales strategies;</li> <li>- product promotion;</li> <li>- customer assistance;</li> <li>- solving client's problems and questions.</li> </ul>
April, 2011 – June, 2012	State Innovation enterprise Nauchno-tekhnologicheskiiy park BNTU Politekhnik (Scientific technology park of Belarusian National Technical University Politekhnik) (Minsk city), Belarusian center of scientific technical cooperation with Chinese provinces, expert on foreign economic activity, translator of the Chinese language	<ul style="list-style-type: none"> <li>- business letter writing with Chinese partners;</li> <li>- contract and scientific projects management;</li> <li>- translation and interpretation from/to Chinese;</li> </ul>
September, 2009 – January, 2011	Foreign Private Unitary Production enterprise Invention Machine (Minsk city), translator of the Chinese language, computational linguist	<ul style="list-style-type: none"> <li>- development of semantic processor based on the Chinese language.</li> </ul> <p>Gained knowledge of programming essentials, got into Shell software programming language, developed software modules of semantic-syntactical structure transformations of the Chinese language.</p>
August, 2008 – November, 2009	OOO Unistal (Minsk city), expert on foreign economic activity, translator of the Chinese language and the English language	<ul style="list-style-type: none"> <li>- translation of documentation, delegation assistance, consecutive, simultaneous interpretation, translation;</li> <li>- organization of participation in international fairs in the territory of China</li> </ul>

		<p>and Russian Federation;</p> <ul style="list-style-type: none"> <li>- quest of new suppliers, clients and markets;</li> <li>- execution of export documents;</li> <li>- purchasing, ordering, shipment and clearance management (nomenclature, terms, suppliers, consumers).</li> </ul> <p>Got experience in foreign economic contract organization and administration, improved command of Chinese in the area of business communication and trade and economic relations.</p>
September, 2008 – June, 2012	Modern choreography center Smart Dance (Minsk city, the Republic of Belarus), children's choreographer-tutor, trainer of original fitness movement FitDanceMix	<ul style="list-style-type: none"> <li>- individual and group session teaching;</li> <li>- different dance skills training;</li> <li>- customization of teaching methods (depends on students' needs), etc.</li> </ul>
June, 2006 – to the present day	Interpreter concerning assurance of Chinese-Russian consecutive, simultaneous interpretation.	<ul style="list-style-type: none"> <li>- consecutive and simultaneous interpretation.</li> </ul>

**July, 2010 – to present day worked as a simultaneous interpreter at following events:**

**Belarusian-Chinese trans-regional business meeting with the participation of Heads of two states;**

Week of Science and Technology of Guangdong province, China in the Republic of Belarus

Belarusian-Chinese seminar on a topic Investment project funding with a participation of China Development Bank

Belarusian-Chinese forum on the topic of commercialization of results of scientific and technological practices

Belarusian-Chinese venture capital investment forum

Session of Belarusian-Chinese trade and economic cooperation commission

International research-to-practice conference Belt and Road: opportunities for Belarus, etc.

**Meeting of President of the Republic of Belarus Lukashenko A.G. with parliamentary delegation of China headed by Chairman of Standing Committee of the National People's Congress Zhang Dejiang.**

**Meeting of President of the Republic of Belarus Lukashenko A.G. with Vice-Chairman of P.R.C. Wang Qishan, etc.**

**Work together as an interpreter with:**

- Ministry of Foreign Affairs of the Republic of Belarus
- State Committee on Science and Technology of the Republic of Belarus
- The China-Belarus industrial park Velikiy Kamen Development company
- Scientific technology park of Belarusian National Technical University Politekhnik
- China corporation Dongjin Woer Harbin
- RUP Gomselmash (republican unitary enterprise)

- UP Agrokombinat Zhdanovichi (unitary enterprise)
- travel agencies BelInturist, Zolotoy Globus, Vokrug Sveta, Albatros
- translation bureau OOO Gildiya professionalnykh perevodchikov (Minsk city), «k-point» (Minsk city), Interlingva (Minsk city), Studia perevodov (Minsk city), Effekttiff (Moscow city), B2B perevod (Moscow city), translation company Literra (Saint Petersburg), etc.

**Participated in bilateral cooperation projects as a professional Chinese interpreter:**

- building of energy and water supply station on Zapadnaya Dvina river (co-project of RUP VitebskEnergo and Chinese corporation Gezhouba);
- creation of joint Belarus tractor assembly farming equipment assembly (in the territory of China) venture (co-projects of RUP Gomselmash, PO Minskiy Tractorniy Zabod and Chinese corporation Dongjin Woer Harbin.
- translation of special Chinese issue of newspaper Minskiy Kurier, confined to culture days of Minsk in sister city Changchun (Jilin province, China).

Worked as a simultaneous interpreter at First Republic Meeting of Belarusian Scientists (Minsk city, the Republic of Belarus) in November, 2007.

There is a solid experience of different subjects translation, including official documents, articles, technical documentation (instructions, registration certificates, standards), statutory instruments, etc.