



Curriculum Vitae

Name: Rudenko Anna

Home Address: Italy, Naples

Personal information:

Date of birth: 13/06/1984
Marital status: married
Nationality: Russian/Italian

Education:

National Pedagogical University evening department Kiev, Ukraine	2001-2005 2005-2006	Bachelor degree Master degree	Teacher of English/ German/Russian languages and literature
German Club "Wiederstrahl", Kiev	2006-2007	B1.2 intermediate level	German language course
Centro Italiano, Naples	2008-2011	Advanced	Italian language course

Employment Record

Period:

November 2009 - till now

Freelancer Translator:

Directions:

English - Russian/Ukrainian
Russian/Ukrainian- English
Italian-Russian/Ukrainian
Russian/Ukrainian -

Working areas: SAP R/3 manuals, software, website, literature, pedagogical studies, logistics/supply chain, sales, marketing.

July 2010 – April 2011

Company:

“Time Vision Formazione Professionale, training agency, Naples, Italy

Position: **Teacher of technical English in SAP solutions for official partner of software SAP**

“Software Business S.R.L.”, Avellino, Italy

January 2008 till November 2009

Company

Sappi Fine Paper Austria EU, world-known producer of paper

Position:

Trainer/Key User in SAP R/3 in Sales and distribution module.

Logistics co-ordinator, Inside Sales Representative

Transferred from **M-real International LTD** to **Sappi Fine Paper Austria EU**

Responsibilities and position are the same. Experience see below

October, 2005 till January 2008:

Company:

“M-real International LTD” Finland, world-known finish producer of board and paper.

Position:

Trainer /Super User in SAP R/3 in Logistics/Sales and distribution module:

Logistics Manager; Customer Service Manager;

Responsibilities as Trainer/Super User in SAP R/3

- Daily technical support and troubleshooting for local users assigned in SAP R/3 in logistics/sales and distribution modules.
- Phone contacts to IBM Help desk in Finland/Germany regarding technical issues;
- System trainings of local users; Translations of SAP ERP manuals for trainings;

SAP R/3 Trainings:

1. SAP R/3 training at M-real International office ; Obtained degree - authorized user in SAP R/3
2. SAP R/3 training at M-real International office; Obtained degree – trainer/super user in SAP R/3
3. SAP R/3 training at Sappi Austria EU office: authorized user in SAP R/3 in company project.

Responsibilities as Logistics Manager; Customer Service Manager::

- CIP/DDU/FCA/EXW wagon/truck deliveries of huge tonnage of paper from paper production mills in Finland, Sweden, Germany to the biggest publishing houses of Ukraine. Keeping under control on-time delivery of confirmed orders with aim to keep printing schedules of world-known magazines and catalogues according to the international Contracts with international publishing houses from all over the world;
- Providing deliveries with all required documents in SAP R/3 production;

Period:

March 2005 till September 2005

Company:

„GRAD LTD” producing-trade company of metal working wares and reseller of metal-working machines.

Position: **Translator -Purchasing manager (English-Russian-English)**

Responsibilities:

- Concluding of Purchasing Contracts mostly with Germany/England - goods: **metal-working machines**;
 - Search of new suppliers of metal working machines from Europe, Asia, USA;
 - Purchasing of goods from online auctions in internet;
 - Negotiations with partners in Ukraine and abroad;
 - Issuing and preparation of all the documents for customs clearance of goods in Ukraine;
- Translation of negotiations with foreign partners to General manager of the company **Curriculum Vitae**

Period:

October 2003 till March 2005

Company:

Company with foreign investments “Silverstone” LLC (FMCG)

Position: **Translator/Assistant to Commercial director (translation Russian-English-Russian)**

Period:

November 2002- October 2003

“Kvint Ltd” - trade company on selling of grass/flower seeds.

Kiev representative office of Danish company “DLF Trifolium”

Position: **Translator and assistant of purchasing department (English-Russian-English)**

Responsibilities:

- Search of new suppliers of grass/flower seeds from Europe, Asia
- Translation of Purchasing Contracts on deliveries of grass/flower seeds;
- Negotiations with partners in Ukraine and abroad;
- Stock level control;
- Invoicing of goods to Ukrainian customers;

Technical skills: SAP R/3; MS Office (Word, Excel, Power Point, Outlook); SDL Trados;

Language skills: English fluent spoken and written, German-B1.2 (intermediate), Ukrainian – native, Russian –native, Italian – fluent.