



Name	Tatyana Alexandrovna Wimbush (Karaseva)	Date of birth	23/12/1968
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Education

Qualifications and grades	Dates
Leningrad Forestry academy. Faculty of a forestry. Qualification – forestry officer. St. Petersburg, Russia.	09/1986 - 05/1991
The high administrative school of the mayoralty of St. Petersburg Rate "Bookkeeper of the enterprises of various patterns of ownership"	02/1994 – 05/1994
British Council in St. Petersburg, Russia, English course	09/2005 – 12/2005
The St. Petersburg Pedagogical Gertsen university Course "Teaching of Russian as foreign language"	03/2006 – 04/2006
North-West akademy of the Civil service. Faculty "Personnel management " (extramural) , St.Petersburg, Russia	09/2006 – 12/2006

Skills

- Graduated teacher of Russian as foreign language (excellent Russian language)
- Landscape design, gardening (preferable indoors – pot's flowers)
- Practical experience using of software: Outlook, Internet, MS Word, Excel, Accountancy programme, Database of the laws, Access TimeTrack, Tax etc.
- Management (15 people)
- Recruiting
- Knowledge of HR systems and procedures, including personnel-related documentation flow and Timetabling
- Maintenance of office with the writing materials and economic goods
- Organised, responsible

Employment

Dates (month/year)	From May 2006 to March 2007
Employer	Call-centre "Norteck Spb"
Position held	Head of the Verification department
Dates (month/year)	From July 2004 to May 2006
Employer	"Star SPb Ltd" , Technical translations
Position held	Human Resources manager

Dates (month/year)	From May 2004 to July 2004
Employer	"North-West Telecom", Branch office of Petersburg's telephone system
Position held	Flower-grower
Dates (month/year)	From November 2003 to February 2004
Employer	Trading company "Inko-Neva"
Position held	Operator, programme "Warehouse"
Dates (month/year)	From June 1994 to November 2003
Employer	Consulting Company "ASP-Audit"
Position held	Bookkeeper
Dates (month/year)	From January 1991 to March 1994
Employer	Bus depot № 3, St. Petersburg
Position held	Gardener