

# *Applying for the job*



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HIRED!**

*Author of the presentation:  
Dana Navrova,  
Actual Journalism*

## **CURRICULUM VITAE**

10.11.16.

**DANA NAVROVA**

**E-mail**

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**Telephone Number**

+7 (916) 15-38-038

### **Education**

2012 – 2016 – Pushkin State Russian Language Institute (Moscow), Faculty of Philology,  
with specialization in Applied Philology with honours

2016 – Moscow State Pedagogical University, Faculty of Journalism, with specialization in Actual  
Journalism

### **Languages Spoken**

Russian – Mother tongue

Latvian – C2

English – C1

French – B1

Spanish – A2

Serbian – A2

### **Computer Skills**

Proficient in Word, Excel, PowerPoint, Publisher, Adobe PhotoImpact

## **Work Experience**

2001 – present – Out-of-a-state journalist of the newspaper «Резекненские Вести»

2008 – 2012 – Freelance journalist for Belorussian web-resource [www.yousmi.by](http://www.yousmi.by)

2011 – 2012 – Author of the sports publications in Russian language for ООО «Коммуникативные решения»

2014 – present – Teacher of Russian language as a foreign for 'Russificate Language School' (intermediary languages: English and Latvian)

2014 – present – Teacher of Latvian language as a foreign for 'Language Life School' (intermediary languages: English and Russian)

November, 2015 – December, 2015 – An internship in 'Novaya Gazeta' (sports, economics and politics)

## **Achievement**

2010 – 2nd place in the literature contest «Русский язык, литература и культура: прошлое, настоящее, будущее: творчество А.П.Чехова и современность»

2012 – 2nd place in the literature contest «Конкурс идей талисманов XXII Олимпийских зимних игр и XXI Паралимпийских зимних игр 2014 года в Сочи»

2012 – present – participant of the annual SSE Riga Summer School on the Investigative Reporting

2016 – 2nd place in the scientific conference 'Kirill and Mephody readings'

## **Scientific publications**

«Этимологическая общность зоонимов в славянских и балтийских языках (на примере русского, латышского и сербского языков)»: published in the miscellany of 'Kirill and Mephody readings', 2016.

«Урбанистические мотивы в творчестве Александра Чака»: published in the the miscellany of 'Kirill and Mephody readings', 2016.

## **Journalistic publications**

Newspaper «Резекненские Вести», issue of 2 August, 2012 «Спортивный подарок к празднику города»

Magazine «Москва наций», issue of September, 2012 (№ 9) «Частичка России в Латвии»

Newspaper «Резекненские Вести», issue of 31 July, 2014 «Городской теннисный корт: пир во время чумы?»

Website of the newspaper «Новая газета», publication from 12 November, 2015 «Россия и США не допустят прямого военного столкновения» (a direct hyperlink: <http://www.novayagazeta.ru/comments/70710.html>)

## RUSSIAN LINGUIST

<b>Date Posted</b>	10/17/2016
<b>Job Type</b>	Full-Time Regular
<b>Position Id</b>	CSG201675

**Consulting Services Group (CSG)** is a niche provider of intelligence related support services. Our team of seasoned professionals has vast experience in the Intelligence Community and DOD experience, with subject matter expertise in the areas of Technical/IT Services, Operations and Maintenance, Knowledge Management, Language Services, and Intelligence Services (IMINT,FMV, GEOINT, MASINT, HUMINT, All Source, Counter Intelligence, Counter Threat Finance, and SME for Intelligence Analysis Technologies.

### **BENEFITS:**

- 1) Salary
- 2) Health Insurance

The ideal candidate will possess the advanced capability to translate, transcribe, and interpret at a high level in support of the mission of our Customer across multiple subjects. Candidates may be asked to perform in field areas including Counterterrorism, Cyber, Geospatial, Military, and Science and Technology. Supplemental activities may include Collection, Content Management, Editing, Language Training, Summarizing/Gisting, Terminology Management, and Writing Analysis.



**Duties and responsibilities could include:**

- Translate a wide variety of complex texts that may include complicated, intricate, conversational, and technical language
- Capture the meaning and communicate sociocultural elements rooted in documents and commentary
- Use a high level of accuracy to transcribe speech into written text by interpreting complex idiomatic speech
- Speak and comprehend multiple dialects across a variety of cultures
- Demonstrate the command of subtleties, nuance, tone and register
- Evaluate and examine audio and conversational scripts and accurately interpret related materials into usable written text

- Review intercepted communications and follow guidelines for proper handling

**Mandatory Skills:**

- Proficiency in reading, writing and speaking Russian
- High level proficiency in reading, writing, and speaking English
- Suitable understanding of regional dialects within languages
- Advanced computer skills, including MS applications and Internet research

For additional information about Consulting Services Group or the position, please email John at [jreidy@csg-llcusa.com](mailto:jreidy@csg-llcusa.com)

**Dana NAVROVA**  
e-mail: [dana.navrova@gmail.com](mailto:dana.navrova@gmail.com)  
**COVER LETTER**  
Moscow

11.11.16.

Consulting Services  
Group (CSG)

Dear employers,

I am sending this application to express my interest in your vacancy posted on the website <http://www.pcrecruiter.net/>. Currently I am working in different spheres: as a journalist, as an interpreter, translating articles of the newspapers, and as a teacher. The fields I am writing about cover politics, sports, economics. Being interested in teaching my native language as a foreign, I have started a job as a tutor of Russian and Latvian as a foreign via skype. So, I am giving a helping hand for the students of different countries all over the Globe. Learning other foreign languages, as French, Spanish and Serbian, I have got acquainted with the absolutely contrasting cultures of these countries. Being a participant of the international seminars on investigative reporting, I have got a lot of information on the politics and economics of the global level.

During the years of studies in the walls of Pushkin State Russian Language Institute (Moscow), I have learned the linguistics, have written scientific researches and articles on comparativistics and got the bachelor degree in Applied Philology with honours. Now I have started my masters in Actual Journalism at Moscow State Pedagogical University (Moscow). Therefore it could be mentioned that I am interested in different topics not only from the side of a journalist, but also from the side of a linguist – and this synthesis is important for me.

From my personal view, the most significant qualities of every interpreter as well as of the linguist are responsibility, accuracy, mobility, charisma as well as ability to write the truth, taking into the consideration all kind of obstacles. According to the previously mentioned features and personal experience, my demand absolutely meets the requirements of your vacancy.

I look forward to hearing from you as soon as possible.

Two people, who can confirm my professional background, are Julia Amlinskaya (director of the language schools 'Language Life' and 'Russificate', [profuso@gmail.com](mailto:profuso@gmail.com)) and Marija Nizinskaja (Editor-in-chief of the newspaper, [rv@rezekne.apollo.lv](mailto:rv@rezekne.apollo.lv)).

Yours sincerely,  
Dana Navrova



REFERENCE

30.08.2012.

Hereby we confirm that Dana Navrova (personal number 090892-11438) has participated in the Riga Summer School on Investigative Reporting in the Stockholm School of Economics in Riga on August 16 - 18, 2012.



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REFERENCE

19.08.2013.

Hereby we confirm that Dana Navrova (personal number 090892-11438) has participated in the Riga Summer School on Investigative Reporting at the Stockholm School of Economics in Riga on August 15 - 17, 2013.



REFERENCE

15.08.2015.

Hereby we confirm that Dana Navrova (personal number 090892-11438) has participated in the Riga Summer School on Investigative Reporting at the Stockholm School of Economics in Riga on August 12 - 15, 2015.

  
Hans Majson,  
Programme Director at the Centre for Media Studies at SSE Riga


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REFERENCE

16.08.2014.

Hereby we confirm that Dana Navrova (personal number 090892-11438) has participated in the Riga Summer School on Investigative Reporting at the Stockholm School of Economics in Riga on August 14 - 16, 2014.

  
Hans Manson,  
Programme Director at the Centre for Media Studies at SSE Riga

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