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**SUMMARY**

**Veretennikova Alena Andreevna**

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| **Date of birth** | **17.08.1999** |
| **Nationality** | **Russian** |
| **Address, Phone, e-mail** | **Karabulak, Eskeldinsky district, Altynsarin street 28**  **Veretennikova-alena@list.ru** |
| **Marital status** | **Single** |
| **PURPOSE** | |
| Take a competitive position in the labor market | |
| **EDUCATION** | |
| *2017-2021у.* | *Zhetysu University named after Ilyas Zhansugurov*  *Pedagogy and methodology of primary education* |
| **WORK EXPERIENCE**  Industrial and pedagogical practice:  *2019 у. Secondary school named after Ushinsky* | |
| **ADDITIONAL INFORMATION** | |
| **Technical skill** | * **Work with office equipment-printing / copying / scanning documents, diagnostics.** * **Computer skills – MS Office applications, email, Internet.** |
| **Professional skills and competencies** | * **skills of work with e-mail;** * **skills in working with primary documentation;** * **ability to work in a team;** * **ability to persuade.** |
| **Foreign languages skills** | **English language – Upper-Intermediate** |
| **Personal quality** | **Hard work, competence, activity, attentiveness, quick learning, sociability, reliability.** |