



## Stanislav Shevelev

**Date of birth:** 01/08/1995 | **Place of birth:** Narva, Estonia | **Nationality:** Estonian |

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### WORK EXPERIENCE

**ARMED FORCES** – EKATERINBURG, RUSSIA

**ENCODER** – 26/11/2018 – 04/07/2019

- \* The study of the organization and procedure of encoding communication;
- \* The study of tactical and technical data, the purpose, device and operation of the material part of the coding and auxiliary equipment, the rules of its operation, maintenance, and technical repair;
- \* Carrying out measures to ensure the safety and efficiency of coded communication;
- \* Responsibility for providing coded communications to the command of land units (other branches of the armed forces), competent operation of coding equipment;
- \* Filling in the logs/reporting documentation on the serviceability of the coding equipment, on the timely introduction of key data into the equipment, on the transfer of a shift to the codegroup coder of the military unit headquarters;
- \* Maintaining archival files/registration cards at the disposal of the secret part of the military unit headquarters;
- \* Receiving/sending incoming/outgoing documentation at the disposal of the secret part of the military unit headquarters;
- \* Assignment of the next military rank at the end of military service (junior sergeant).

**ABBOTT LABORATORIES** – VLADIMIR, RUSSIA

**LABORATORY ASSISTANT** – 28/10/2019 – 15/04/2021

- \* Control over the preparation of nutrient media for the cultivation of microorganisms, compliance with the established microbiological regime at all stages of the production process;
- \* Conducting microbiological operations, studies and analyses;
- \* Provision of microbiological control of basic and auxiliary materials, equipment and premises;
- \* Monitoring of the serviceability of microbiological equipment and devices;
- \* Provision of reports on the results of microbiological work, laboratory studies and measurements.

**MEGAFON RETAIL** – OREKHOVO-ZUYEVO, RUSSIA

**AN INTERN SPECIALIST AT A MOBILE COMMUNICATIONS STORE** – 28/04/2021 – 25/05/2021

- \* Monitor the availability of a sufficient amount of goods in the trading floor and replenish it if necessary;
- \* To help customers when choosing goods, to provide advice to customers on the range of goods offered for sale in the store, on consumer properties and features of goods;
- \* Participate in sales promotion of certain types of goods, in store promotions;
- \* To help the merchandiser or the store director accept the goods;
- \* To prepare goods for sale;
- \* To monitor the availability of price tags for the product, their correct placement and the correct indication of all information in the price tag;
- \* Participate in the inventory;
- \* Monitor the timing of the sale of goods;
- \* Resolve disputes with customers in the absence of representatives of the administration.

**TRAINING CENTER "PROFESSIONAL ACADEMY"** – MOSCOW, RUSSIA

**SPECIALIST OF THE EDUCATIONAL AND METHODOLOGICAL DEPARTMENT** – 20/09/2021 – 19/08/2022

- \* Administration of a distance learning system for students;
- \* Compilation of internal registers and databases of the educational institution;



- \* Formation of methodological documents before/after graduation of students of an educational institution (registration of protocols for students, preparation of orders for enrollment of students, registration/issuance of graduation documents on education: diplomas, certificates);
- \* Writing instructions/methodological plans for step-by-step, full-fledged, informative, in-depth acquisition of knowledge by students of an educational institution who have enrolled in a certain field of study (professional development/additional higher education) according to a specifically approved educational program, agreed upon by the head of the educational and methodological department and meeting the requirements of the State Educational Standard;
- \* Designing/correcting/issuing coordinated mock-ups of diplomas/certificates of advanced training created through the CorelDRAW graphics program for printing on original letterheads;
- \* Work with archival documentation, registration of certificates (upon request from an organization/enterprise/commercial company) about students for the validity of a diploma/certificate of advanced training in order to confirm the authenticity of the document on obtaining additional higher education/professional development.

 **CANVA** – LONDON, UNITED KINGDOM

**GRAPHIC DESIGN SPECIALIST** – 20/05/2021 – 01/02/2025

- \* Development of the concept and design of graphic materials (logos, corporate identity, advertising materials, packaging, banners, etc.) in accordance with customer requirements and internal standards of the company;
- \* Creation of graphic elements (icons, buttons, banners, previews, etc.) for websites and mobile applications;
- \* Work with color, fonts, and composition to achieve a harmonious and memorable design;
- \* Meeting deadlines for completing orders and providing reports on the work done;
- \* Interact with customers and colleagues to clarify requirements and discuss design concepts;
- \* Compliance with copyrights and license agreements when using images, fonts, and other design elements;
- \* Compliance with internal labor regulations and safety regulations;
- \* Remote work in a graphical program using an application on a smartphone/computer program on a computer or laptop.

● **EDUCATION AND TRAINING**

01/09/2013 – 17/07/2018 Orekhovo-Zuyevo, Russia

**SPECIAL EDUCATION TEACHER, DOCTORATE / PHD** State University of Humanities and Technology

Website [www.ggtu.ru](http://www.ggtu.ru)

04/07/2018 – 04/11/2018 Krasnodar, Russia

**INFORMATION AND COMMUNICATIONS TECHNOLOGY, VOCATIONAL QUALIFICATION** Krasnodar Higher Military School named after Army General S.M. Shtemenko

Website [kvvu.mil.ru](http://kvvu.mil.ru)

● **LANGUAGE SKILLS**

Mother tongue(s): **RUSSIAN**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	B2	B2	B2	B2	B2
<b>GERMAN</b>	B2	B2	B2	B2	B2
<b>LATVIAN</b>	C1	C1	C1	C1	C1
<b>LITHUANIAN</b>	C1	C1	C1	C1	C1
<b>ESTONIAN</b>	C1	C1	C1	C1	C1
<b>POLISH</b>	B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user



● **SKILLS**

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Microsoft Office | Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Google Docs | Adobe Photoshop | CorelDRAW Graphic Suite | Outlook | Zoom | Skype | Canva Illustrated

● **INFORMATION ABOUT ME**

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**Information about me**

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I am fond of studying world history, professionally engaged in martial arts judo (received a yellow belt), wrote scientific publications on pedagogical topics at the university, was a member of the university volleyball and basketball team, has a red diploma of higher education; I have the skills and experience of office management; I have the skills and experience of electronic document management; I am fluent in graphic computer programs CorelDRAW Graphics Suite, Adobe Photoshop, Canva Illustrated.