

SAULE IBRAYEVA

Almaty, Kazakhstan

tel.: +7.777.270.3931, e-mail: saule.ibrayeva@gmail.com

OBJECTIVE

Seeking a job in sales and marketing department of a hotel or a tourism-related company

EDUCATION

THE GEORGE WASHINGTON UNIVERSITY School of Business

Washington, DC, USA

Master of Tourism Administration (concentration in hospitality management), GPA - 3.9
Recipient of the Bolashak full scholarship awarded by the Government of Kazakhstan

December 2011

KAZAKH ECONOMIC UNIVERSITY NAMED AFTER T.RYSKULOV

Almaty, Kazakhstan

Bachelor of Arts in Finance, GPA – 3.68

July 2009

KAZAKH ABLAY KHAN UNIVERSITY OF INTERNATIONAL RELATIONS AND WORLD LANGUAGES

Almaty, Kazakhstan

Master of Arts in Linguistics: translation (diploma with honors, GPA – 4.0)

July 2004

SEMEY STATE UNIVERSITY NAMED AFTER SHAKARIM

Semey, Kazakhstan

Bachelor of Arts in the English Language (diploma with honors, GPA – 4.0)

July 2002

EXPERIENCE

THE GEORGE WASHINGTON UNIVERSITY, School of Business

Washington, DC USA

Graduate Teaching Assistant at the Department of Tourism and Hospitality Management August 2011 to December 2011

- Graded assignments of first-year graduate students enrolled in the Statistics in Tourism and Hospitality class

THE RIVER INN and WASHINGTON SUITES GEORGETOWN (Modus Hotels)

Washington, DC USA

Intern, Sales Department

January 2011 – April 2011

- Assisted the Director of Sales
- Developed presentations, brochures, flyers and stickers for both properties
- Participated in organization of the hotel's 5th Annual Mardi Gras party for VIP clients
- Assisted in creating surveys and analyzed the findings
- Was trained by hotel departments: front desk, reservations, food and beverage, housekeeping, and HR

PROSTOKREDIT LLP (100% subsidiary of the Société Générale Group, France)

Almaty, Kazakhstan

Interpreter/Assistant to CEO

June 2007 – December 2009

- Coordinated and arranged visitors' calendars, visas, accommodations, travelling itineraries and agendas
- Interpreted in meetings and translated memos
- Monitored media outlets for business and regulatory news that had direct impact on Company business
- Performed specific data research and prepared short business and financial memos and company profiles
- Prepared minutes during management meetings

EMBASSY of the Islamic Republic of Pakistan to the Republic of Kazakhstan

Almaty, Kazakhstan

Interpreter, Social Secretary to Ambassador

August 2005 – June 2007

- Coordinated and arranged programs and local hospitality for high-level delegations in liaison with the Ministry of Foreign Affairs of the Republic of Kazakhstan according to international protocols
- Assisted the Ambassador, Consul, Counselor for Cultural Affairs and Consular attaché
- As an Interpreter, participated in Ambassador's meetings with high level government officials
- Translated all official documents
- Assisted in organizing meetings, conferences and other Embassy cultural and political events

KAZAKH Ablay Khan UNIVERSITY of International Relations and World Languages

Almaty, Kazakhstan

English Language Instructor

April 2003 – August 2005

- Taught English language and the art of translation to undergraduate students
- On request of the University and the Ministry of Foreign Affairs, assisted as a translator/ interpreter at international conferences and during visits of foreign dignitaries to Kazakhstan

SKILLS/INTERESTS

Computer: MS Office applications

Languages: Russian (native-speaker), English (fluent), Turkish (beginner)

Interests: Learning foreign languages, traveling, swimming, yoga