

# CV Olga Pogorelova

13 Dresden Close, Corby  
Northamptonshire  
NN18 9EL

Tel: 01536 741538

Mob: 07722 309638

Email: Opogorelova@talktalk.net  
www.OpogorelovaCV.narod.ru



## Major Accomplishments

- Years of experience and responsibility as an educator and scientist;
- Highest degree in physics and mathematics;
- 20 publications in Russian and international scientific journals  
(incl. *Physica B, International Journal of Hydrogen Energy, Journal of Physics and Chemistry of Solids, Ferroelectrics*);
- Strong problem solving ability, analytical mind, adaptability and determination;
- Multilingual



## Work Experience

**Dec 2007 – to date Kittiwake Business Aid - Corby, Northamptonshire  
Business Partner**

- Daily routine of running a small business;
- Office administration;
- Dealing with clients' enquires;
- Accounting duties: Invoicing, bank reconciliation, managing cash book and ledger accounts. Filing returns for HMRC.
- **Services for clients:**
  - Bookkeeping;
  - VAT Returns;
  - Payroll Management, CIS;
  - Producing various statements, interim management reports,
  - Producing final accounts and reports for Companies House and HMRC,
  - Tax Return Submission (CT600, SA100)
  - Internet advertising & market research
  - Website and Graphic Design
  - Admin Support

**Sept 2007 – Jun 2011 Ontex Healthcare UK Ltd - Corby, Northamptonshire  
Data Administrator**

- General office duties;
- Processing orders, invoices and receipts in SAP;
- Reconciliation of delivery notes;
- Data analysis & manipulating.

**Sept 2006 – Mar 2007 IT AID Europe Ltd - Corby, Northamptonshire  
Data Analyst Assistant**

- Data analysis and clearing.
- Design, programming and testing databases and data based web applications (MS Visual Studio ASP.NET, MS SQL Server)

**Aug 1996 – Oct 2004 Saint-Petersburg State Mechnikov Medical Academy - Department of medical and  
Senior Teacher biological physics. Saint-Petersburg, Russia.**  
Lecturing, conducting classes, working with students in the laboratory.  
Educational and research work.

**Nov 1992 – July 1996 Municipal high school No 186  
Teacher of Physics** Saint-Petersburg, Russia.

**Dec 1990 – July 1991 Dnipropetrovsk Institute of Railway Engineers - Department of Physics  
Teacher** Dnipropetrovsk, Ukraine.



## Voluntary & Charitable Work

**Sept 2009 – present CCP CITRUS (Community Interpreting Service) - Corby, Northamptonshire  
Interpreter** Interpreting and translation assignments for Corby Borough Council, Citizens Advice Bureau, Local Charities and Community Groups

**Aug 2009 – July 2010 Parkinson's UK – Corby Branch  
Treasurer**

- Managing branch bank account;
- Keeping records of fundraising activities donations;
- Preparing annual reports for the head office.

**Aug 2006 – June 2007 Corby Community Credit Union - Corby, Northamptonshire.  
Accountant**

- Managing members' accounts;
- Maintaining cash book, liaising with members;
- Bank reconciliation;
- Reporting and correspondence with FSA.

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## Education

- 2010 – 2011 **University of Oxford, Oxford, UK**  
**Advanced Diploma in Data and Systems Analysis**
- 1997 – 2002 **Saint-Petersburg State University, Saint-Petersburg, Russia**  
**PhD in Physics & Mathematics** Dissertation - Phenomenological theory of size effects for phase transition in polar dielectrics
- 1984 – 1989 **Dnipropetrovsk State University, Dnipropetrovsk, Ukraine**  
**MSc and BSc in Physics** Dip. Dissertation - Calculation of surface energy for crystallographic plates of metals and alloys.
- 1974 – 1984 **Lubny Secondary School No 3, Lubny, Ukraine** - 12 subjects A-level equivalents



## Certificates, Courses & Special Training

- 2009 – 2010 **OCN L3 Certificate in Public Service Community Interpreting**
- 2006 – 2009 **OCR L2 CLAIT Plus Diploma & Certificate, OCR New CLAIT Diploma & Certificate**  
File Management & E-document Production, Spreadsheets and Graphs, Database manipulation, Presentation, Electronic Communication, WebDesign)
- 2008 - 2009 **OCR iMedia L2** (Digital Graphics - Adobe Photoshop, Web Authoring - Macromedia Dreamweaver , Digital Animation - Macromedia Flash)
- 2007 **W3Schools Certified HTML Developer** (HTML, XHTML, CSS)
- 2006 – 2007 **The Institute of Certified Bookkeepers:**
- **ICB Level 3 Diploma in Payroll Management**
  - **ICB Level 3 Diploma in Computerised Bookkeeping**
  - **ICB Level 2 Certificate in Computerised Bookkeeping**
  - **ICB Level 1 Certificate in Basic Bookkeeping**
- 2006 **Distance Learning Partnership**  
Courses "Manual accounting L1-3", "Computerised accounting (Sage Line 50) L1-3", "Payroll Management L3"
- 2006 – 2009 **OCR Certificate in Adult Literacy L1 & L2** equiv to GCSE English grade (A-C),  
OCR Cert. in Adult Numeracy L2 City & Guilds – Certificate ESOL L1
- 1982 – 1984 Course "Office work and typewriting",
- 2000 – 2001 Course "Programming C/C++"
- Current Study **ACCA – CAT, CIW Foundation V5**



## Other Skills

### Computer Skills **Experienced user:**

MS Office,  
**Graphic and Web Design -**  
MS Visual Studio, CoffeeCup HTML Editor, SQL Server;  
Adobe Photoshop, Macromedia Dreamweaver, Macromedia Flash, Fireworks;  
Serif DrawPlus, Serif PhotoPlus, Serif PagePlus, Serif WebPlus

**Accounting -**  
Sage Line 50, Sage Payroll, TurboCash, MoneySoft - Payroll Manager, SAP

**Translation, Interpreting -** Prompt 9, Abbyy Llingvo,

**Other -** MathCad

### **Programmer:**

HTML, XHTML CSS,  
SQL, VBA, ASP.net, JavaScript, PHP  
Quick Basic, Fortran

**Languages** **English:** fluent;  
**Russian:** fluent;  
**Ukrainian:** fluent;

**Driving** **Full clean UK Driving Licence**

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## Business Studies, Seminars and Workshops

### HMRC Workshops

- 18 August 2010 Construction Industry Scheme
- 30 June 2010 Business Expenses and Capital Allowances for the SE
- 15 January 2009 An Introduction to VAT for Newly Registered Traders
- 02 October 2008 Statutory Maternity Paternity & Adoption Pay
- 03 September 2008 Expenses & Benefits for Employees
- 08 August 2008 NI Contributions - Directors
- 17 June 2008 Self Assessment (SA) for the Self Employed
- 01 April 2008 Setting up a Limited Company
- 18 March 2008 Online Filing Presentation
- 17 March 2008 Becoming Self Employed
- 05 February 2008 Paying your Employees

### Business Link Training Seminars

- 25 November 2010 From Economic Recovery to Long - Term Growth
- 10 November 2010 Calling all Retailers in Corby
- 19 November 2009 Financial Planning - Money and Risks
- 07 November 2009 Deciding to Start. The Business Plan
- 03 November 2009 North Northants Business Breakfast
- 22 January 2009 ICT for your Business
- 21 January 2009 Financial Planning
- 21 January 2009 Managing the Money and Risks
- 07 January 2009 The Business Plan
- 31 July 2008 Starting an eBay Business
- 26 July 2008 Sales & Marketing

### eBusiness Club Action Planning Seminars (Transformational ICT)

- 07 October 2011 Cloud Computing - eBiz byte seminar
- 05 August 2011 Google analytics and conversion - eBiz byte seminar
- 26 August 2010 Developing a Pay Per Click Campaign
- 22 June 2010 Planning an Email Marketing Campaign
- 07 January 2010 DIY Websites: How to Save Time & Money Developing Your Website
- 22 September 2009 What Works on the Web? 60 tips in 60 minutes
- 04 August 2009 Let's Start Blogging
- 30 July 2009 Planning a Successful Website - 2
- 23 July 2009 Selling on the Internet
- 13 May 2009 Advanced Search Engine Optimisation & Web 2.0
- 05 May 2009 Successful Search Engine Optimisation
- 27 April 2009 Google Analytics & Website Conversion Optimisation
- 06 April 2009 Planning a Successful Website - 1
- 28 October 2008 Writing Words for the Internet

### Enterprise Club Seminars

- 18 March 2009 The secrets to a successful website
- 14 January 2009 Web Site Optimisation
- 15 October 2007 Sales & Marketing

### Nene Valley Community Action Workshops

- 11 November 2011 Art using decorative Brush Strokes
- 04-19-Nov-11 Photo editing
- 12-19-Oct-11 Aromatherapy
- 22 August 2011 Communicate Effectively & Assertively
- 03 February 2011 General First Aid course (British Red Cross)



### Hobbies

Designing and making bespoke crochet and knitted garments and embellishments  
Digital photography  
Growing aromatic herbs in the garden



### References Available Upon Request

I am a British citizen therefore I am entitled to live and work in the UK