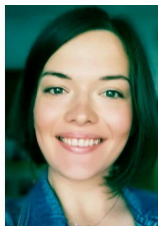





PERSONAL INFORMATION

**Liliia Arslanova**



-  Avenida 5 de Outubro, 46, 8000-076 Faro (Portugal)
-  932080718
-  lily.arslanova@hotmail.com

WORK EXPERIENCE

08/2015–Present

**Postgraduate Studies Secretary**

University of the Algarve, Faro (Portugal)

Managing the application process for MSc and PhD courses run by the Faculty of Economics, web-page editing, subordinating with MSc Course Directors, Director of Postgraduate Studies and the Dean of Faculty.

08/2013–10/2014

**Tourism manager**

Krasnov Travel Company, Perm (Russia)

Organizing tours for incoming tourists, customer service handling via phone, email or in person, guiding large groups of international travelers.

EDUCATION AND TRAINING

09/2008–06/2013

**Bachelors Degree, Sociology**

Perm State National Research University, Perm (Russia)

10/2014–Present

**Masters in Tourism Economics and Regional Development**

Univeristy of the Algarve, Faro (Portugal)

PERSONAL SKILLS

Mother tongue(s) Russian

Other language(s)

|            | UNDERSTANDING |         | SPEAKING           |                   | WRITING |
|------------|---------------|---------|--------------------|-------------------|---------|
|            | Listening     | Reading | Spoken interaction | Spoken production |         |
| English    | C1            | C1      | C1                 | C1                | C1      |
| IELTS      |               |         |                    |                   |         |
| Portuguese | A1            | B1      | A1                 | A1                | A1      |

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user  
Common European Framework of Reference for Languages

Communication skills good communication skills gained through my experience in tourism

Job-related skills organization, planning, communication, team spirit and ability to work independently, responsibility

## Digital competence

| SELF-ASSESSMENT        |                  |                  |                  |                  |
|------------------------|------------------|------------------|------------------|------------------|
| Information processing | Communication    | Content creation | Safety           | Problem solving  |
| Independent user       | Independent user | Independent user | Independent user | Independent user |

Digital competences - Self-assessment grid