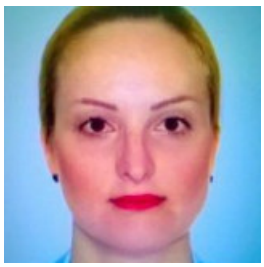
Klimova Olena



ENGLISH TUTOR, ENGLISH TEACHER, 20 000 ГРН.

6 квітня 2021 Місто: Київ

Вік: 45 років
Режим роботи: повний робочий день, вільний графік роботи, віддалена робота
Категорії: Наука, освіта, переклади, Туризм та спорт, Робота за кордоном

✔ Готова до відряджень

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Опис

OBJECTIVE

To obtain employment and professionally grow within successful language school or company

SALARY EXPECTATIONS 500 – 1000 USD

work experience

ESL Tutor | Do Eat Kyiv, English Speaking courses

2019 – present time

Duties and responsibilities:

- Research and craft materials for the lesson purposes in order to provide individual, interesting and intense workflow
- Conducting online English speaking classes in Zoom for my students beginner, intermediate and upper-intermediate level
- Developed signature classes in mastering English speaking fluency and constantly upgrading the approach

ESL Teacher |Golden Stuff, recruiting and training company

2018 - 2019

Duties and responsibilities:

- Preparing and conducting ESL classes for corporate and individuals clients. Elementary – intermediate level
- Research and crafting the materials for the lesson purposes to make classes more individual, interesting and intense
- E-correspondence
- Students' evaluation
- Keeping and providing updated reports

Tools utilized to perform tasks and projects:

1. Acrobat Reader
2. MS Office (Picture Manager, Power Point, Word)
3. General Internet Usage
4. Zoom

English Tutor | English Studio

2018 – 2019

Duties and responsibilities:

- Conducting ESL classes for individual students
- Research and crafting the materials for the lesson purposes to make classes more individual, interesting and intense

- E-correspondence
- Material research and drafting
- Students' evaluation

Tools utilized to perform tasks and projects:

1. Acrobat Reader
2. MS Office (Picture Manager, Power Point, Word)
3. General Internet Usage

Technical English teacher| National Technical University NTUU"KPI"

2009, 2016- 2018

Duties and responsibilities:

- Developing and leading practice of hands-on activities to improve speaking skills
- Developing English exercises based on technical texts
- E-Correspondence with students
- Material research and drafting
- Students' evaluation
- Teaching technical English to students between I to V year

Tools utilized to perform tasks and projects:

1. Acrobat Reader
2. MS Office (Picture Manager, Power Point, Word)
3. General Internet Usage

Volunteer-chaperone for USA-Ukraine orphan program | Host-Ukraine

June – August 2016 – present time

Duties and responsibilities:

- Airport meeting and transfer assistance
- Answering telephones, e-mails
- Children requests assistance
- Dress-code – t-shirt logos with a company name
- Interpreting and translation support via the phone and e-mail or personal meeting
- Troubleshooting and ensuring safety regulations

Tools utilized to perform tasks and projects:

1. Mobile phone
2. General Internet usage

Tour guide in Kyiv | cooperation with different travel agencies local and international: "Interesniy Kiev", "Kandagar", "Chernobyl-Tour.com", "Yana", "SoloEast","Tour2Kiev", "Kievskiy kod", LLC "Grand Circle" etc, hotels, companies and private tours

2004 – present time

Duties and responsibilities:

- Airport/railway station meeting and transfer
- Answering telephones, e-mails and schedule tours, events
- Appreciation and encouragement for clients' feedback in order to improve skills and knowledge
- Conducting bicycle, boat, bus, car, jogging, mini-van, walking tours for private individual tourists and groups up to 80+ in English, Russian
- Clients' requests assistance
- Coordinating drivers, photographers, waiters, museum guides and instructors
- Developing and utilizing interactive and hands-on activities
- Distributing marketing materials
- Dress-code – Ukrainian style outfit for special occasions
- Ensuring travelers safety and etiquette by presenting instructions and providing explanation in certain places; notice for travelers to collect their belongings at the end of a tour in order to prevent personal belongings loose
- Individual and flexible approach to the narration content selection based on the type of audience and their background
- Interacting with people from all around the world, cultural education on history, mentality, religion, art, music, jokes, mentality, teach and explain certain phrases in Ukrainian language
- Internet and library information research

- Interpreting and translation support
- Liaising with art galleries and studio, bakeries, bicycle rental agency, coffee shops, food courts, gift vendors, hotels and rental apartments, museums, photographers, restaurants, saunas, transportation companies, travel agencies, trolley attraction
- Maintaining of scheduled tours diary
- Making reservations at restaurants, rental apartments, and hotels and booking tickets for local events: concerts, football games, museums, attractions etc.
- Ordering and presenting complimentary gifts – music CD, local cakes and apples, water, juices, wines, soft drinks, bread etc.
- Organizing and co-hosting art workshop – DYI PYSANKA
- Photo-shooting advice in order to obtain scenic or funny photos
- Pre-payment and money collection from clients for tours and rentals
- Providing travel advice re optional tours and city events
- Selection of travel routes and sites to be visited and designing program itineraries to meet clients' expectations and requests
- Utilizing audiovisual presentations by collecting photos, videos, music for display on different devices in order to make a tour more vivid and memorable

Tools utilized to perform tasks and projects:

1. General Internet Usage
2. IPad
3. Microphone and a portable dynamic
4. Ukrainian outfit

legal counsel assistant| Baker & McKenzie law multinational firm, Kyiv office

2008 - 2009

Duties and responsibilities:

- Answering telephones and making appointments
- Documentation handling – scanning, formatting, copying, filing, drafting and editing
- Maintaining client data base
- Reservations of travel and hotels for legal associates, counsels
- Retrieve the required documentation from data storage – hardcopies and softcopies
- Telecommunications management
- Translation (Ukrainian - English - Ukrainian)
- Visa application assistance – research visa requirement information, health insurance and supportive documents obtainment with subsequent document folder compilation
- Varied information research and subsequent reports compilation
- Workflow business correspondence

Tools utilized to perform tasks and projects:

1. Acrobat Reader
2. Abby Fine Reader
3. General Internet usage
4. MS Office (Access, Excel, Outlook, Picture Manager, Power Point, Visio, Word)
5. Skype

Reasons for leaving: discovered my professional calling and gained experience in order to continue working in tourism as a Kyiv city guide

office and travel manager, executive assistant |IT company "EPAM Systems"

2007 - 2008

Duties and responsibilities:

- Answering telephones and making appointments
- Liaising with company transportation providers, cleaning department, courier, relocation and catering service providers
- Maintaining social arrangements
- Maintaining vendors' data base
- Managing and tracking office, travel, meeting expenses
- Operating the switchboard, messages and enquiries efficiently
- Reservations of travel and hotels for employees and company executives
- Schedule equipment maintenance and order supplies
- Source and purchase office supplies
- Telecommunications management

- Translation (Ukrainian to English and Russian to English)
- Visa application assistance – research visa requirement information, health insurance and supportive documents obtainment with subsequent document folder compilation
- Varied information research and subsequent reports compilation
- Workflow business correspondence

Tools utilized to perform tasks and projects:

1. Acrobat Reader
2. Abby Fine Reader
3. General Internet usage
4. MS Office (Word, Outlook, Power Point, Access, Excel)
5. Skype

Reasons for leaving: accepted the offer from a big international law company where I could grow professionally and financially

executive assistant | law firm “Levenets, Maciw and Partners”

October 2006-September 2007

Duties and responsibilities:

- Assistance in arrangement of office holidays parties and other events
- Coordination of conference calls, messages and enquiries efficiently
- Coordination of travel arrangements – visa support document assistance, booking hotels and arranging transportation
- Documentation handling – scanning, formatting, copying, filing, drafting and editing
- Maintaining client data base, telephones
- Managing and tracking phone calls expenses
- Organization of courier
- Operating the switchboard
- Scheduling appointments, meetings, luncheons and conference calls
- Source and purchase office supplies
- Telecommunications management
- Translation (Ukrainian to English to Ukrainian) of travel documents and business documentation like proposals and plans
- Welcoming visitors and clients, providing information assistance if required
- Workflow business correspondence

Tools utilized to perform tasks and projects:

1. Abby Fine Reader
2. Acrobat Reader
3. General Internet usage
4. MS Office (Word, Outlook, Power Point, Access, Excel)

Reasons for leaving: firm was taken over by new owners and some staff was dismissed as a consequence

receptionist, head receptionist | hotel “Lybid”

October 2004- September 2006

Duties and responsibilities:

- Attending to guests requirements
- Cashiering and preparation of cash for bank delivery
- Check in and check out efficiently groups and individuals
- Day/night shift work
- Financial documents processing
- Frequent guest program promotion
- Guest information data feed
- Handling complaints
- Introduced amenities and services to guests for their information and guidance
- Kept records of occupied rooms and guests’ accounts
- Liaising with diverse hotel departments

- Operating the switchboard, messages and enquiries efficiently

- Performing a night audit as required
- Provide up-to-date city events information
- Reservations instant and advanced

- Safe-deposit box management

Tools utilized to perform tasks:

1. Cash registering machine/terminal
2. Fidelio Property Management System
3. General Internet usage

1. MS Office (Word, Outlook, Power Point, Access, Excel)

Reasons for leaving: went to a new firm in which I hoped to utilize and improve the skills and knowledge I studied for

interpreter | firm “Real Estate and Service”

June 2004-August 2004

Duties and responsibilities:

- Business correspondence with foreign clients
- Organizing meetings
- Sourcing and locating apartments for clients
- Translation and support for property managers and advisors

Tools utilized while conducting tasks:

1. MS Office (Word, Outlook)
2. General Internet usage

Reasons for leaving: traineeship for the summer period

sales department representative| travel agency “Art-Formula”

January 2004-March 2004

Duties and responsibilities:

- Participation in numerous presentations to promote the internet product

Reasons for leaving: completion of education - diploma work

manager in a service department for delegates of the 5th Pan European Environment conference(Information desk at “Slavutych” hotel) | “Expo Centre 2000 Ukraine”

May 2003

Duties and responsibilities:

- Interpreting support at check-in desk
- Attending to delegates’ requirements
- Transport arrangement for the delegates
- Providing city information

Reasons for leaving: a short-term employment for the period of conference

trainee | “Didactic Ltd”

March 2003-May 2003

- Practice in technical texts translation

trainee | “State Transport Department”

June 2003-July 2003

- Practice in legal texts translation

Forwarding agent| State organization “Ukrpochta-EMS”

December 1998-September 1999

Duties and responsibilities:

- Processing of mailings and parcels

- Assisting to a custom-house officer

Reasons for leaving: admission to a university

EDUCATION

Linguistics faculty at the NTUU “KPI” University

1999 – 2004

Specialized in technical translation

language Centre “Sir Gee”

April 2007 – July 2007

Training for tour guides with English as working language

Business trainings and seminars

travel agency “Art-Formula”| January 2004

Topic: “Business training in effective sales of package tours”

English speaking club “Toastmasters” | October 2006-2009

Attending meetings

yoga studio “Kiev yogastudio” | May 2007

Participation in a yoga seminar (Adrasan, Turkey)

SKILLS

Confident PC user: MS Office Suite (Word, Excel, Access, Power Point, Publisher, Outlook, Visio, OneNote) Internet Explorer, Adobe Acrobat, Abby Fine Reader, IBM Lotus Symphony, Fidelio (for hospitality business); business correspondence; office equipment knowledge: mini telephone exchange, fax machine, copying machine, scanner, binding machine, document shredder and printer, IPad. Telephone etiquette, very good command of English and a sense of humor

personal characteristics

Honest, hardworking and team player, willingness to learn and develop new skills, ability to work unsupervised. Follow my passions and love to entertain and share knowledge, appreciate to be helpful and attentive to people needs and interests

HOBBIES

Well-travelled, sport - bicycle, jogging, volleyball, yoga, fortifying oneself against colds, love to cook and host family and friends for a diner, lliterature, psychology, scrabble, public speaking and story-telling techniques