Козовий Дмитро

ПИСАТЕЛЬ, 27 000 ГРН.

11 жовтня 2021 Місто: Київ

Вік: 37 років
Режим роботи: повний робочий день, віддалена робота, разова робота
Категорії: IT, WEB фахівці, Наука, освіта, переклади, ЗМІ, TV, Радіо

✔ Перебуваю в шлюбі ✔ Є діти

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

Опис

Kozovyi Dmitriy

Age: 32 y.o.

Residence: Kyiv

Preferred vacancy: **Writer**

Work Experience

Freelance academic writer

2019 till now (content writer, research writer, academic writer, translator)

I have been an academic writer for two years. I have around a thousand completed assignments, including coursework, research papers, article reviews and critiques, movie analysis, literature evaluation, and fictional short stories. I'm more inclined to write technical papers in biology, physiology, neuroanatomy, medicine, law, psychology, history, philosophy, and art. But I also like improvisation and the creative approach, for example, in writing science-fiction novels and poems. I have strong analytical skills and can convey any complex theory, article, or pretty any topic simply and comprehensively.

Customer support manager

01.2016 till 08.2020 (4 years)

Hexa, Kyiv (IT and telecomunications)

- support clients on-line via any viable means
- resolve their complaints, requests
- also resolve their personal psychological and family problems (occasionally)
- work under high season pressure
- supervise teammembers as a shift team leader
- work at day and night shifts
- pretty good customer service skills, deep understanidng of the problem and sheer happiness to be helpful

Customer support manager

11.2014 till 01.2016 (1 year 2 months)
Private company, Kyiv (IT and telecommunications)

- support clients on-line via e-mails, chats and phone

- resolve their complaints and requests
- work under pressure
- supervise other people
- work at night shifts
- perform other duties as assigned
- excellent customer service skills

Customer support manager

03.2013 till 10.2014 (1 year 7 months)
AXA Insurance, Kyiv (Insurance)

- online registration of insurance cases via phone
- legal consulting on insurance products
- case status reporting
- handle and resolve clients complaints and requests
- maintain customer satisfaction at a very high level
- execute multiple tasks simultaneously

Translator

09.2012 till 03.2013 (6 months)
Private lawyer, (Legal consulting)

Complete translation of international agreements, correction and adjustment to current legislation:
- 280 hotel contracts
- Euro 2012 Football Tournament legal assistance

Freelance translator

07.2011 till 09.2012 (1 year 2 months)
Freelance, (Translation services)

Translation of legal and medical documents:
- presentations
- statutory documents
- international agreements
- licenses
- clinical researches

Education manager

01.2011 till 07.2011 (6 months)
Aspect LLC, (Tourism, W&T USA)

W&T USA:
- interviewing students
- processing documents
- embassy attendance
- legal translations

Movie theater attendant

06.2008 till 09.2008 (3 months)
RC Movies, Corolla, North Carolina, US (Cinema)

- cinema maintenance
- snacks and tickets selling
- I built a solid skill in English thanks to the enourmous crowds in the line to get a ticket to the Dark Night

Academic background

National aviation university

International relations, international law, Kyiv
BC, 08.2006 till 07.2010

Professional skills

- PhD of Microsoft Word, Master of Excel and Bachelor of PowerPoint
- natural born blind typing

- - APA, MLA, Harvard, and Chicago formatting styles
- - literary translation and writing of all sorts of articles, movie summaries, science-fiction stories, and poems.

Languages

English — fluent

Russian — native