Чепель Аліна



ПЕРЕКЛАДАЧ АНГЛІЙСЬКОЇ МОВИ

19 квітня 2022 Місто: Умань

Вік: 38 років
Режим роботи: вільний графік роботи, віддалена робота, часткова зайнятість
Категорії: Наука, освіта, переклади, Офісний персонал, Туризм та спорт

✔ Перебуваю в шлюбі ✔ Є діти

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

Опис

ALINA CHEPEL

Date of Birth: 13 April 1988

EDUCATION

1) National Aviation University (2012 – 2014)

Major: English translation

2) National Pedagogical Dragomanov University (2008-2009)

Major: Management of preschool education, the teaching of English

3) Borys Grinchenko Kyiv University (2003-2008)

Major: Preschool education, the teaching of English

WORK EXPERIENCE

1). English translator-freelancer in "KULTIVARIY" (from May 2021 to February 2022);

2). Teacher of the online English language school "Alpha School" (from October 2019 to May 2020);

3). Manager for employment abroad in the company "Bixter.Work" (from September 2018 to April 2019)

4). Office manager and from/into English translator in Media Group “Hope channel Ukraine” (June 2015- present)

Responsibilities: translation of TV programs, and letters; answering and redirecting incoming telephone calls; organizing the office layout and maintaining supplies of stationery and equipment; maintaining the condition of the office and arranging for necessary repairs; meeting guests; controlling correspondence; booking transport.

5). Copywriter-freelancer in «Nster» company (October 2012- June 2015)

Responsibilities: writing short advertising articles in English.

6). Au-Pair in English/German-speaking families in Austria (April 2012 – July 2012)

Responsibilities: taking care of children in host families.

7). Au-Pair in English/German-speaking family in Germany (January 2011 –December 2011)

Responsibilities: taking care of the child in the host family.

8). Office manager in «Electromech Group» company (June 2010 – December 2010)

Responsibilities: answering and redirecting incoming telephone calls; organizing the office layout and maintaining supplies of stationery and equipment; maintaining the condition of the office and arranging for necessary repairs; meeting guests; controlling correspondence; booking transport.

9). Private Tutor of English (September 2006 – December 2010)

INTERESTS

Traveling, listening to music, singing, playing piano, studying.

ADDITIONAL INFORMATION

- **Computing Skills:** Microsoft Office, Internet.
- Good level of German.
- Ready to work from Monday to Friday. Looking for a part-time job (up to 3 hours per day).