

ASSISTANT TO CHIEF EXECUTIVE

🔄 22 січня
2017

📍 Місто: [Одеса](#)

Вік: 35 років

Режим роботи: повний робочий день

Категорії: Керівництво

Додаткова інформація

Особисті якості, хобі, захоплення, навички: MAIN SKILLS: - expert at English and German - experience in work with VIP clients - leading skills - experience in administrative activities of the company - Free usage of PC - experience in the Ads-campaign - in the organization of official and advertising actions - in the preparation for the company's documentary and organizational testing WORK EXPERIENCE: Since September 2010 - German language Center "Bavarian House, Odessa" - Manager of the German language Center - Leader of the scientific and methodical Center LMZ - certified preparator for the International Certificate IELTS Academic and General DUTIES: - oral and written translations of domestic documentation and accounts into English and German - preparation for the International Certificate IELTS Academic and General - development of advertising campaign - organization of domestic and foreign actions - participation in official, advertising and other actions - conduct of the Farmer Project (consultation, selection of the course, work with documentation and visa) - work with finance - consultation of German teachers of Odessa and the region - cost accounting for the higher echelon - work with Internet resources for company's advertisement - Teaching of English and German languages ACHIEVEMENTS: - oral and written translations into English and German - 28-30.09.2012 - Kiev - Seminar, devoted to the specific work with clients in German "Moderations- und Präsentationstechniken; Binnendifferenzierung" - 17-18.02.2011 - Kiev - the annual seminar for the heads of the Scientific and Methodical Centers in Ukraine. - 20-23.03.2011 - Odessa - the Preparation Training Course for the International Certificate IELTS Academic and General by the world's main examiner, Andrew Thomas (the average mark of my students - 7-7,5 for IELTS ACADEMIC and GENERAL) - 29.08.2011 - successful testing of the Scientific and Methodical Center with the result 44/44 - 24-26.10.2011 - Kiev - the German training course for the higher communicative skills and qualification of German teachers "Lernziele und Unterrichtsaufbau im kommunikativ orientierten Sprachunterricht" - 1-2.02.2012 - Kiev - the annual seminar for the heads of the Scientific and Methodical Centers in Ukraine - 6.08.2012 - 31.08.2012 - Freiburg, Germany- German course of the C2 level (the level of native speakers) EDUCATION: 2006-2011 - Mechnikov University, Faculty of Romano-Germanic Philology. Master degree with excellent diploma. 2000-2008 - German language center "Bavarian House, Odessa", German language course on the levels A2-C1.2 CERTIFICATES: March 2011 -Advanced IELTS Preparation Strategies - Training course in preparation for the International Certificate IELTS by the world's main examiner, Andrew Thomas. 29.08.2012 - Goethe Zertifikat C2 German International certificate of The C2 level (the level of native speakers) INTERESTS: - Psychology - foreign languages - computer technologies - international relations PERSONAL TRAITS: - creative - creative approach to the matter - Initiative - communicative - punctual - organizational skills - ready wit and ability to adapt and react quickly - active - self-dependent