

**Olha Lemekha**  
**Interpreter**

Ukraine

Phone: +38 (098) 330-73-69

Email: [olyalemekha2017@gmail.com](mailto:olyalemekha2017@gmail.com)



**Summary:**

More than a year of experience as an English language tutor, experience as a manager working with English-speaking clients. An employee who seeks further growth and development. Good communication skills, specialized education, knowledge of foreign languages.

**Knowledge:**

- Fluency in PC
- Knowledge of Microsoft Office programs
- Translation skills and competent business correspondence

**Education:**

- 2017-2021, UDPU, Bachelor's degree, Foreign Philology

**Languages:**

- Ukraine: native
- English: Intermediate
- Spanish: elementary

**Experience:**

**August 2022 – February 2023 (6 months)**

**Junior Outreach Specialist (English)**

**Company “Jooble”**

- Using tools to find potential hosting platforms and identify contact information
- Analysis of information
- Correspondence with foreign partners
- Monitoring of placements
- Report management

**October 2020 – December 2020 (3 months)**

**Customer Success Manager (English)**

**Company “Analyst”**

- Sale of the company's products
- Phone calls to English-speaking customers
- Search for new customers
- Consulting customers
- Execution of the manager's personal assignments

**Personal qualities:**

- Result-oriented
- Responsible
- Striving for new
- Punctual
- Ability to work in a team