

*Yuri Yelesin*

**General information**

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**Education**

2001-2006: Bohdan Khmelnitsky National University in Cherkassy, MA in English, German and Foreign Literature, Highest Teaching Qualification Level since 2018.

**Work Experience**

2005-2008: Cherkassy Specialized School # 17, UNESCO Associated School

Position: teacher of English, English Literature and Technical Translation

Duties: teaching; interpreting for the foreign guests of the school.

2008-2009: Cherkassy Lyceum of Humanities and Law

Position: 3rd Deputy Director, teacher of English, Legal translation, English and American Literature

Duties: making plans and schedules regulating the work of the institution, managing personal files of the employees and students, regulating the work of the teacher staff, organizing lyceum and city festive mass events; teaching English and American Literature.

2010-2016: Cherkassy Lyceum of Humanities and Law

Position: teacher of English, Legal Translation, English and American Literature

Duties: teaching; interpreting for the foreign guests of the lyceum.

2013-14: “Sisters Translation” Agency (remote part-time job)

Position: translator, interpreter, grammar editor, copywriter

Duties: translating technical documentation in English and German in medicine, law, agricultural machinery, design and marketing; interpreting for the foreign guests of the city and country; editing grammar/proofreading; copywriting – video reviews, product/service descriptions; creating web content for the websites trt.ck.ua, promodels.com.ua and bingobit.ck.ua.

2014-2019: 4writers.net

Position: hot season grammar editor and proofreader

Duties: editing and proofreading academic papers in various subject fields.

2017-2020: First City Gymnasium in Cherkassy, UNESCO Associated School

Position: teacher of English and American Literature, British and American Culture & Art  
Duties: teaching.  
2020-currently: Just Staging LLC  
Position: customer support manager  
Duties: helping clients with signing up on the company website and overseeing their accounts, assisting new clients with placing orders, responding to clients’ issues with navigating the website, coordinating the client-team communication, receiving/making calls/managing the company correspondence, sending presentation and special offer letters to clients, making marketing posts in social media, writing web content and blogs for the website.

**Volunteering**  
June 2008: German War Grave Commission (Volksbund Deutsche Kriegsgraebefursorge), Gorlitz, Germany, volunteer program “Work for Peace” (Arbeit für den Frieden)

Position: group supervisor

Duties: interpreting /translation, controlling the activities of the members of the group from Ukraine under supervision, helping to take care of the war graves of Soviet/German soldiers in Germany.

July 2009: German War Grave Commission (Volksbund Deutsche Kriegsgraebefursorge), Weimar, Germany, volunteer program “Work for Peace” (Arbeit für den Frieden)

Position: teamer

Duties: interpreting /translation, making plans and schedules regulating the work of the youth camp, helping to take care of the war graves of Soviet/German soldiers in Germany.

July 2010: German War Grave Commission (Volksbund Deutsche Kriegsgraebefursorge), Zwickau, Germany, volunteer program “Work for Peace” (Arbeit für den Frieden)

Position: teamer

Duties: interpreting/translation, making plans and schedules regulating the work of the youth camp, helping to take care of the war graves of Soviet/German soldiers in Germany.  
July 2011: German War Grave Commission (Volksbund Deutsche Kriegsgraebefursorge), Dresden, Germany, volunteer program “Work for Peace” (Arbeit für den Frieden)

Position: teamer

Duties: interpreting/translation, making plans and schedules regulating the work of the youth camp, helping to take care of the war graves of Soviet/German soldiers in Germany.

June 2012: German War Grave Commission (Volksbund Deutsche Kriegsgraebefursorge), Lübeck, Germany, volunteer program “Work for Peace” (Arbeit für den Frieden)

Position: teamer

Duties: interpreting/translation, making plans and schedules regulating the work of the youth camp, helping to take care of the war graves of Soviet/German soldiers in Germany.

August 2013: German War Grave Commission (Volksbund Deutsche Kriegsgraebefursorge), Zwickau, Germany, volunteer program “Work for Peace” (Arbeit für den Frieden)

Position: teamer

Duties: interpreting/translation, making plans and schedules regulating the work of the youth camp, helping to take care of the war graves of Soviet/German soldiers in Germany.

July 2015: German War Grave Commission (Volksbund Deutsche Kriegsgraebefursorge), Dresden, Germany, volunteer program “Work for Peace” (Arbeit für den Frieden)

Position: teamer

Duties: interpreting/translation, making plans and schedules regulating the work of the youth camp, helping to take care of the war graves of Soviet/German soldiers in Germany.

**Languages**

Ukrainian – native

Russian, English – fluent

German – lower-intermediate, good written.

**Other skills**

PC confident user.

Excellent analytical and communication skills.

Fast learner.

No bad habits☺