Olena Hutsmaniuk

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# PROFESSIONAL SUMMARY

Creative, responsible and certified Bachelor of Linguistics who excels at translation, interpretation, interactive and cross-cultural communication (Russian/Ukrainian/English languages) has successfully helped the Ukrainian Armed Forces transition to NATO standards and procedures throughout 2017-2021. My area of responsibilities covered support to American BDE (Brigade Level) advisors during Ukrainian Staff Training and MDMP (Military Decision Making Process) classes. I actively helped in achieving training objectives as a linguist during International Rapid Trident Exercise in Ukraine (2018-2021) at IPSC (International Peacekeeping and Security Center). Our company was part of JMTG- U (Joint Multinational Training Group- Ukraine). I can provide a number of Appreciation Certificates and proven track record of success.

# WORK HISTORY

**Translator/Sales Manager** November 2017 - March 2022 Part time Teplo-Tekh Service, LLC Lviv, Ukraine

* Correspondence and Video Conferences Translation

**Local National Linguist** May 2017 - March 2022 Permanent Atlas Advisors LLC Yavoriv, Ukraine

* Translation, interpretation and transcription from Ukrainian/Russian into English
* Facilitating transition of Ukrainian Armed Forces to NATO Standards and Procedures

**Teacher/Tutor of English** February 2010 - April 2017 Part time Self-employed Ternopil, Ukraine

* Teaching English to Ukrainian/Russian speaking students

**Office Manager** September 2009 - January 2010 Permanent Yalunka Ukraine Ternopil, Ukraine

* Managing sales, correspondence, customers support

**Teacher of English** September 2001 - August 2009 Permanent Gymnasium N7 Torzhok, RF

* Teaching English to students of different age and level groups (Primary to Hih School Level)

# EDUCATION

**Bachelor's degree**

Tver State University - 2006 Linguistics, Teaching, English Philology

# TRAINING & CERTIFICATIONS

**Certificate of Appreciation** November 2019

JMTG-U

**Certificate of Appreciation** May 2018

ATLAS ADVISORS LLC

**Certificate of Appreciation** May 2021

ATLAS ADVISORS LLC

# SKILLS

Adaptable, Analytical, Committed, Creative, Critical Thinking, Fast Learner, Flexible, Friendly, Interpersonal, Open Minded, Positive Attitude, Willing To Learn, Helping And Advising Customers, Team Management, Negotiation

# HOBBIES & INTERESTS

Cinema, Dancing, Gym , Museums, Photography, Socializing, Travelling, Reading, Diving, Painting