Olena Hutsmaniuk

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Personal Statement

Having a BA degree in linguistics and extensive experience of being a linguist in an international multicultural environment, I can provide high-quality translation, interpretation and communication support as well as administrative support, follow standard operating procedures of the organization in an accurate manner, effectively collaborate at different administrative levels, use Microsoft Office suite for daily tasks and reports. My numerous appreciation certificates and recommendations from the previous workspaces witness excellent customer service skills, an outstanding communication support paradigm, and the ability to deliver products at pace and at a high-quality level.

Career History

1. Teaching Assistant at the Hollyfield School, Surbiton Hill Road, Surbiton KT6 4TU (Greater London), Oct 2022 – April 2023

Assisted in the support and integration of children with special educational needs in Hollyfield School. Developed knowledge and understanding of the National Curriculum in Key Stages 3 and 4.Developed knowledge and understanding of students with Special Educational Needs, concentrating on how to assist in their progress and development. Supported students learning as effectively as possible in large group, small group, the inclusion room or individual situations according to the Individual Education Plan. This could involve:

* Clarifying and explaining instructions;
* Ensuring student is able to use equipment provided:
* Motivating and encouraging student;
* Assisting in areas of need, eg. language, behaviour, reading, hand writing, presentation, organisation, hearing, sight etc.

2. Career break, Mar 2022 - Oct 2022

Career break and resettlement to UK because of war in Ukraine. My previous work place was shelled by Russian missiles. I came to the UK under the Homes for Ukraine scheme in June this year, but I could not fully focus on job search because of settling my two kids for school here.

3. Local National Linguist/Interpreter/Translator, May 2017 - Mar 2022

Atlas Advisors LLC/ Mission essential/ International Peacekeeping and Security Center, Yavoriv, Ukraine/Joint Multinational Training Group-Ukraine

Provided translation and interpretation support as part of cross-cultural communication (Russian/Ukrainian/English languages) between US and Ukrainian military personnel. Successfully helped the Ukrainian Armed Forces transition to NATO standards and procedures throughout 2017-2022. The area of responsibilities covered support to American BDE (Brigade Level) advisors during Ukrainian Staff Training and MDMP (Military Decision Making Process) classes. 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).Was part of JMTG- U (Joint Multinational Training Group- Ukraine) and can provide a number of Appreciation Certificates and a proven track record of success.

4. Teacher/Tutor of English, Feb 2010 - May 2017

Self-employed

Prepared appropriate teaching materials including textbooks, worksheets and mock examinations

Assisted learners in developing study skills specifically tailored to their individual needs

Evaluated and kept records of learners' progress in order to see where improvements could be made

Evaluated my own teaching skills to ensure learners were receiving enough attention and assistance

Gave learners tests to supplement formal tested material in courses to improve test scores in a given subject area

Planned, delivered and reported on the course, using methods and materials appropriate to the learner group and course content

5. Teacher of English as a second language, Sep 2001 - Aug 2009

Gimnazium 7, Torzhok, RF

Arranged displays of work in an appropriate manner

Contributed to the planning and implementation of appropriate and age-relevant programs of activity in conjunction with other staff

Helped children with learning activities, such as reading and writing

Maintained a consistently high standard which the school upheld at all times

Maintained and updated records of children's development by using the school's record-keeping system

Full career history is available on request

Education History

BA of Linguistics, (Level 6) International Relations and Cross-Cultural Communication, Foreign Languages Department, Sep 2001 - Jun 2006

Tver State University, RF

I managed to start and complete my first higher education degree free of charge on government-funded bases. It was long ago but I still feel very proud about it. While studying at the University I worked as a teacher in accordance with my chosen future specialty.

Employability Level 1 Strive Teaching on-line Course, Oct 2022 - Oct 2022

I enjoyed this recent course a lot. It helped me to develop confidence, introduced me to a STAR method to build a targeted CV, and helped to develop a targeted CV to apply for this position

Primary School Teacher, Teacher of English as a second language, Sep 2018 - Jun 2021

Torzhok Pedagogical College

Key Skills

Administration Communication Delivering in Pace Following Instructions

Languages

English – oral English – written

Russian – oral Russian - written

Ukrainian – native language