



# Viktoriia Kotyk

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## WORK EXPERIENCE

### English tutor at Talk Studio | June 2023 - now

- One-on-One Tutoring;
- Worked with adults to help them better understand and speak, read, and write the English language;
- Prepared individualized education plans aligning with students' needs and interests.

### UX/UI Designer | May-Aug 2022 (PROJECT)

Developed a website prototype, created a desktop design and mobile adaptation for Ukrainian business called AccentU.

### WWLR | Jun-Aug 2021 (PROJECT)

As a Military interpreter, I provided high-quality interpretation from English into Ukrainian and vice versa. I translated handout materials and presentations as well.

### Netflix | Jun - Nov 2021 (PROJECT)

As an outsource freelance translator I provided excellent translations for all components of the Netflix product, in line with Netflix guidelines, which include:

- Localizing content synopses and main titles;
- Localizing PR, marketing, and promotional content;
- Reviewing and Post Editing.

### Devabit | Dec 2019 - May 2021

As a Linguistic quality control specialist, I:

- proofread and edited texts;
- worked with Trados, CAT tools, and Microsoft Office Suite (Word, PowerPoint, Excel);
- organized and monitored overall workflow and timelines for translation, revision, review, and other linguistic services;
- monitored Service Delivery related KPIs

### English tutor at Zolochiv Language School | Jun - Dec 2021

- Tutored elementary to high school-age students in English individually and in groups;
- Developed syllabus and curriculum, selected instructional material, and tasked assignments to reinforce students' comprehension of the material;
- Evaluated students through verbal and written exams and identified areas needing improvement.

### Freelance translator | 2017 - 2022

- Participated in the translation of Code Club UA project (translation of IT course for children);
- Cooperated with MagneticOne.org and translated a lot of educational videos on various topics such as astronomy, law, business, gardening, etc.;
- Volunteered at Amnesty;
- Collaborated with AniTube and Ukrfastdub and translated subtitles for anime from English into Ukrainian;
- Worked as a freelance translator for Awareta Company and DUX Translation (translating technical and medical documents, letters, and speeches of various topics, making subtitles)

## EDUCATION

### Ternopil Volodymyr Hnatiuk National Pedagogical University

Bachelor's degree, Foreign Languages Department, 2020.

## ADDITIONAL COURSES

### Accent training

American accent school for people with slavic linguistic background

### Englishdom

Crash Course: English for IT

### IT Generation

QA Manual від Robot\_Dreams

### Solid English School

Англійська для початківців в IT

### Prometheus

Психологія стресу та способи боротьби з ним,

### Coursera

Introduction to Psychology

### Shendrikov Education

UI/UX Design