Yakymchuk Olha

| *Personal Information:* | *Date of birth*: 02/06/1994  *Age*: 27 |
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| *Contact information:* | *Adress*: Ukraine, Odesa  *Phone:* +380978679638 (Viber, Telegram, Whatsapp)  *E-mail*: [yakimchuk940206@gmail.com](mailto:yakimchuk940206@gmail.com) |
| *Education:* | 2011-2015 – Bachelor’s degree in Philology (Technical translator)  2015-2016 – Master’s degree in English translation, Technical writer and translator, Editor. |
| *Experience and skills:* | *December 2022 - Nowadays -* **Localization Project Manager, Proofreader** at Ukrainian IT Company - GoIT  *September 2019 - September 2023* - **Project coordinator** at Localization agency HiveMind  *March 2019 – December 2019 –* private English lessons via Skype for pupils and adults.  *October 2018 – January 2019 –* **Translator and editor** (remote work)  *May 2017 – September 2018 –* **Moderator** on Ukrainian IT Company’ project (remote work)  *Since December 2015 till November 2016* – written **translator and administrator** in travel-educational center “Europe” in Zaporizhzhya.  *January 2014* – work experience internship from technical translation (juridical documentation, agreements, contracts, bills, user’s manuals and so on).  *Since 2013 to January 2016* – writer of student’s works (courseworks, reports, essay, summary, diplomas, control works etc.) (remote working). |
| *Additional skills and interests:* | *PC advanced user*: MS Office (Word, Excel, Power Point, Access, Outlook), Internet skills (Internet Explorer, Opera, Mozilla Firefox).  *Languages skills*: English – Proficiency, Russian and Ukrainian – Native, French – Beginner with vocabulary. |
| *Personal quantities:* | The ability to quickly orient myself in unusual situations, orientation for the best result, not conflict, managerial and leadership qualities are present, rapid learning, responsibility, commitment, desire for professional growth, kindness, open and easy to talk to, ready to develop and improve my skills to be the best. |
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