**ULYANA LINSKA**

1713 Goldie Lane Independence, KY, 41051

(859) 630-1732 | [ulyana\_l2003@yahoo.com](mailto:ulyana_l2003@yahoo.com)

**Professional Profile:**

Highly motivated office professional with experience in office management, Ukrainian /English/Russian document translation/interpretation, English language teaching, accounting, contracts, and general business correspondence.

**Summary of Qualifications:**

Taught English to children in a private Ukrainian school. Song teacher for church kindergarten for 5 years. Translated documents, contracts, and some parts of the website [www.apple.com](http://www.apple.com) for the official Ukrainian ‘Apple’ website from English into Russian.

* Fluent in Ukrainian, Russian, and English languages
* Punctual and friendly
* Proficient in the use of a PC including the MS Office productivity suite
* Client-oriented
* Energetic and focused
* Highly motivated
* Play piano as accompaniment for music lessons/ learning songs

**Work history:**

**Freelance Document Translation**

* Document translation for marketing and contracts Jan 2014 – Jan 2015

**English Teacher, Star Centre** Berdychiv, Ukraine Jan 2014 – Jun 2014

* English language teaching to students in the 1st to 5th grades, keeping parents informed of students’ results

**Director, Vesna Tours Pvt. Ltd.** New Delhi, India Feb 2013 – Jan 2015

* Responsible for administration oversight and Business Development

**Office Manager and Translator,** Schetelig Ukraine LLC, Kiev, Ukraine Nov 2007 – Jun 2009

* As a first assignment, my responsibilities entailed all the duties of an Office Manager
* Responsibilities were increased, due to diligence and aptitude, to include the following:
  + Interpreting in all the negotiations / contracts
  + Providing oral and written translations for all documents
  + Administrative work
  + Paperwork and basic accounting
  + Drawing up of contracts, business correspondence

**English teacher** Bucha, Kiev region, Ukraine Sep 2005 – Sep 2006

* Private English lessons, for elementary school age.

**Education:**

* National Pedagogical University of Dragomanov Jun 2007

Specialist Degree in Teaching English, Kiev, Ukraine

* Ukrainian College of Arts and Sciences, Bucha, Kiev region, Ukraine Jun 2006

BA in Teaching, English and World Literature

* Final Year Awarded Diploma at High School, Berdychiv, Ukraine Jun 2002