**Oksana Yaner-Meslem**

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| Date of Birth: 29.09.1983  Country: Algeria  City: Bedjaia Skype: yaner.meslem  E-mail: [nadiroksana@gmail.com](mailto:nadiroksana@gmail.com) |  |

**Purpose:** To get job of translator.

**Education:**

September 2002 – June 2006 Nikolaevsky State University named by V.A. Suhomlinsky, philological Faculty, specialty – “Teacher of English Language and Literature”, Bachelor's degree.

September 2006 – June 2007 Nikolaevsky State University named by V.A. Suhomlinsky, philological Faculty, specialty – “Teacher of English Language and Literature”, Master degree.

**Editional education:**

-May 2005 Courses of Spoken English in Palovitze City, Poland.

-November 2008 Courses of Spoken English M.Gotta in Nikolaev City, Ukraine.

-October 2009 Courses of Spoken English M.Gotta in Nikolaev City, Ukraine.

-September 2010 – May 2012 Courses in the German language at the Goethe Institute.

**Experience:**

***Teacher***

September 2003 – May 2007 Public School №29 in Nikolaev City.  
Functional responsibilities:  
- English teacher of students from 1st to 11th grades;

- leading club of English language for children of primary school age.

***Interpreter***

July 2007 – May 2011, US private company developing internet projects “Skaya” in Nikolaev City.

Functional responsibilities:  
- translation of documents;

- negotiating with customers;

- interpretation at meetings;

- preparation and translation of speech;

- teaching working stuff.

***Interpreter***

June 2011 – August 2013, Ukrainian private company developing internet projects “Liwil” in Nikolaev City.

Functional responsibilities:  
- translation of documents;

- negotiating with customers;

- preparation and translation of speech;

- teaching working stuff.

***Interpreter***

September 2010 – May 2011, Club of Spoken English with native speakers from USA in Nikolaev City.

Functional responsibilities:  
- supporting and interpreting during teaching process.

***Translator***

August 2015 – till now, remote translator of English,German, Russian and Ukrainian Languages in the “Maxiword” company.

Functional responsibilities:  
- translation on various subjects.

***Translator***

February 2016 – till now, remote translator of English,German, Russian and Ukrainian Languages in the “LogosExpert” company.

Functional responsibilities:  
- translation on various subjects.

**Professional skills:**

- Advanced PC user;

- Literacy speech and writing;

- Knowing the etiquette of business communication;

- Languages: Russian and Ukrainian – fluent, English – spoken and written, German – written, French – spoken, Arabic – elementary, Chinese – beginner.  
**Personal qualities:**

- sociable;

- responsible;

- attentive;

- active;

- organized;

- have good memory;

- ability to learn in a fast way.

**Additional information:**

Marital status: married.

Children: 1.

Ability to travel: no.