

Resume

First name: Oleksandr

Family name: Pavlenko

Date of birth: DES 14 1991

Email: alex-pozitiv@ukr.net

Objective: To obtain position in the company, where I could use my knowledge, and to develop new skills.

Education:

September 2007 - June 2013

Kirovograd State Pedagogical University named by V. Vynnychenko

Teacher of English as a foreign language and literature

Masters degree

September 1997 - June 2007

Kirovograd primary and secondary general school No. 19, Kirovograd, Ukraine

Work experience:

07.04.2014 - Present day

LLC Sunolta, Odesa Ukraine

Interpreter of the logistics Department

- Translation of the shipping documents for the agricultural machinery and spare parts for it, for conducting of the customs clearance;
- Leading of the business correspondence with the international partners;
- Translations of the instructions manuals and instructions for the repair work;
- Experience of communication with the express delivery services (TNT, UTi, FedEx);
- Assignments abroad with the heads of the departments.

September 27th, 2015 – Present day

Evening secondary general school No. 6, Odesa, Ukraine

Vice principal and teacher of English

- Curriculum planning;
- Organization and monitor of scientific and educational work;
- Managing;

- Teaching English as a foreign language.

February 2020 – Present day

Translation agencies from Kyiv, Odessa, Moscow, Minsk, Lithuania

- translations in the following areas: IT technologies, management, marketing, food and beverage.

Additional information:

PC user: Advanced

Languages spoken:

Ukrainian – mother tongue

Russian – fluent

English – fluent

Language pair: English-Russian/Ukrainian and vice versa