Paulina Jukov

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**Education:**

**2012-present- Bachelor of Arts student in English & American Studies and French Studies, final year, Tel-Aviv University.**

**Current GPA: 90.**

**Work Experience:**

**January 2013-Present, Wall Street Institute, Tel-Aviv.**

**-English teacher**- teaching in small groups.

- Managing workshops for big groups- up to 30 people.

-working in a team and individually.

-liaising directly with clients on a daily basis in English only.

**2012-** **David Shield**. Health insurance Company.

-Customer service representative- managing clients' accounts

-contacting clients and suppliers via emails and phone from all around the world.

**Military service:**

**2005-2007-** full military service in the Israeli Air defense force, education branch.

- **Hebrew teacher**: setting up this position and establishing relations with the senior officers and conducting weekly progress meetings.

-adapted learning experience and designed and wrote Hebrew lessons for soldiers with basic communication skills.

**Languages**:

English: native language, Hebrew: native language, Russian: intermediate: speaking, writing, fluent: reading, French: fluent: reading, basic: speaking and writing.

**Computer skills**:

Microsoft Word, PowerPoint, Outlook.

**Additional Information**:

I have a passion for languages and writing, creative, ambitious and hard-working.