

Elena Smerichevskaya

(Olena Smerychevska)

37A Shelkovichnaya Street, apartment 58, Pervomaisk, Nikolaev region, Ukraine,
55201

elena-smerichevskaya@yandex.ru

+380952007578

Personal Statement

An enthusiastic, energetic and disciplined teacher is looking for a post of an English-Ukrainian-Russian translator and interpreter. I have a long and varied teaching and translating(and interpreting) experience which helps me in my work.

Education and Qualifications

September,2004- June,2009 Uman' State Teacher Training University, Master's degree

Modules included:

- Teaching English as a second language
- English literature
- German as the second language
- World literature
- Psychology

Completed a diploma in a final year which was titled English Verbs Derived from Adjectives, their Word-Building and Ways of Translation.

Graduated with a qualification of a Teacher of English language and literature, German language and World literature.

September, 1993- June, 2004 Pervomaisk Secondary school # 12

Work experience

September, 2010- Present Strategic Missile Base Museum, English- Russian-Ukrainian interpreter (tour guide)

- Responsible for organizing tours at the Missile Base Museum near Pervomaisk.
- Delivering information about the Soviet Rocket army to the tourists in English or German.
- Booking tours, transport and dinners.
- Following tourists to Kiev (upon request) and working as an English-Russian- Ukrainian interpreter.

November, 2014- Present JSC PervomaiskDieselMash, English-Russian-Ukrainian interpreter, English (as the second language) teacher

- Working as a teacher of English for the General manager of PervomaiskDieselMash plant. Using HeadWay courses and Raymond Murphy grammar books.
- Translating business letters, contracts, offers and enquiry letters from English into Russian or Ukrainian and vice versa.

January, 2013- November, 2014 Pervomaisk Military Unit A2183, ESL teacher

- Working as a part of a large team to teach English for the officers.
- Using a range of teaching styles, methods and courses depending on the officers' age and level of knowledge.
- Developing and preparing lessons, home work exercises, tests and examinations, as well as extra lessons.
- Helping officers who were going to enter or were already studying at universities or colleges.

June, 2009- October,2012 Maternity Leave

Though having an official maternity leave, I started work at the Missile Base Museum.

August, 2007- June,2009 Pervomaisk Secondary School #12 , English and German teacher, World literature teacher

- Responsible for planning interesting and effective lessons.
- Searching for and preparing hand-outs and resources, which have clear teaching aims, objectives and learning outcomes.
- Participating in extracurricular activities such as social activities, sport competitions, public holidays, clubs and student organizations.

- Experience in dealing with disruptive pupils and their parents.

Skills

Teaching, professional and personal skills:

- Class management
- Motivating students
- Organizing activities
- Course planning
- Adaptable and willing to try new ways of teaching and working
- Patient
- Tactful
- Self-motivated