

Eugenia Scherbak

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Professional English Teacher; Freelance Translator

Objectives

- To get a job in a position of English Teacher
- To provide tuition of ESL in the form of private classes and group lessons for students of various ages and different levels of English proficiency
- To offer professional services of translator, interpreter (English, Russian)

Professional Summary

- Professional and certified tutor of English with over 8 years of work experience in the area
- 10 years of work experience in professional translation and interpretation (business negotiations, exhibitions, assistance to foreigners, etc.)
- Skilled in developing personal and group classes
- Familiar with various methods of teaching ESL - classical and modern techniques (grammar and exercise books, Internet resources, video, audio and interactive materials, tailor-made, personalized materials suitable for individual and group training, etc.)
- Evaluation of student's ESL-proficiency
- Able to effectively communicate with students in the process of training
- Skilled in self-promotion and finding new students
- Areas of experience: examination, lesson planning, grammar instruction, translation & interpretation

Work Experience

Feb 2014 – current period – Teacher of English at CNA language school, Patos de Minas, MG, Brazil

Duties:

- Teaching English in group classes at language school

2004-2013 - Personal English Tutor (children and adults); Kiev, Ukraine

Duties:

- Teaching the English language to individual students of various ages
- Development of materials and lesson planning
- Arranging homework materials and feedback
- Development and implementation of examination materials
- Tailoring training methods to meet the individual abilities and needs of a student
- Off-classes advices to the students and support
- Administrating classes schedule and classes planning

2004-2012 - Translator, Interpreter; Kiev, Ukraine

Duties:

- work in a privately owned company in Ukraine, which included translation and interpretation activities (topics: business, law, automotive industry, logistics, IT, communications, marketing, SMM)

2012-2013 - Personal Brazilian Portuguese Tutor; Brazilian Portuguese Teacher in a private school of the Portuguese Language in Kiev, Ukraine

Duties:

- Developing tailor-made lessons for students with zero knowledge of Brazilian Portuguese
- Searching for available educational materials
- Ongoing course assistance
- Preparation for job interview
- Individual and group classes (1-7 students)

Education & Diploma

Economic Humanitarian Institute (Kramators, Ukraine); graduated in 2004
Specialist in Philology, Humanitarian Faculty (certified teacher of foreign languages)

Languages

English – fluent; **Portuguese** – upper intermediate; **German** – intermediate; **Russian, Ukrainian** – native

Miscellaneous

- Personal qualities: friendly, sociable, flexible, responsible, able to communicate both verbally and in written, committed and organized, skilled in time management, comprehensive
- Hobbies: travels, sports.

** References are available upon request*