

Xeniya Nagornyak

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Phone: +1 (917) 743 6197

Authorized to work in the US for any employer

Work Experience

Paralegal in Immigration Law and Family Law

Law office of Marina Shepelsky PC
Brooklyn, NY

October 2018- March 2020

- Conducting legal research and gathering relevant information for the case
- Interviewing clients for information
- Drafting legal documents
- Translating legal documents (English-Russian-English)
- Interpreting (Russian-English)

Primary Cover Teacher

Haileybury Astana International School, Astana, Kazakhstan

August 2016 -June 2017

- Taught a variety of subjects across the Primary school;
- Established positive relationships with students and provided tutoring when necessary;
- Assisted the Head of the Primary school.

Primary Teaching Assistant

Haileybury Astana International School, Astana, Kazakhstan

August 2015 -July 2016

- Encouraged students to participate in class by taking a hands-on approach to teaching;
- Ensured that students received an appropriate level of language support;
- Assisted with the selection of classroom materials;

Teacher of English as a Foreign Language

Saad-hotel Marriott Astana, Astana, Kazakhstan

October 2014 - June 2015

- Facilitated sessions of English for the staff of the hotel;
- Organized events for the staff of the hotel;
- Assisted the training manager.

Senior Teacher of English as a Foreign Language

Astana English - Astana, Kazakhstan

January 2011 - August 2013

- Facilitated sessions on Academic Writing, Business English, IELTS/TOEFL preparation;
- Prepared weekly lesson plans in accordance with district guidelines;
- Developed the methodology of teaching English as a foreign language;
- Recruited and trained new teaching staff,

Volunteer Teacher of English as a Foreign Language

"Ocean Art" Art-therapy organization, Astana, Kazakhstan

April 2009 - May 2012

- Facilitated sessions of English for children of different age with limited mental and physical capacities using art therapy

Education

Master of Arts in Central European History with specialization in Religious studies Central European University, Budapest, Hungary	2013 - 2014
Graduate Study in Religious studies L.N. Gumilyov Eurasian National University - Astana, Kazakhstan	2012 - 2013
Bachelor's Degree in Education: Foreign Languages Eurasian Humanities Institute - Astana, Kazakhstan	2007 - 2011

Additional Training:

COBIS: Diploma for international teaching assistants August 2016
E-Learning course,
The Teaching Assistant College, Stafford, UK.

Critical thinking in the language learning classroom August 2015
E-Learning course, University of Oregon, College of Arts and Science, Oregon, USA

Computer Skills:
Proficient level of Microsoft Office

Typing skills:

60 wpm

Language skills:
Russian (native), English (fluent)