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| Tetiana Shuhurova |
| 40 Lawnswood Avenue, Shirley, Solihull, B90 3QG |
| **Mob:** 07852967569 **E-Mail:** shugurov108@gmail.com  |
| **PROFILE** |
| Looking for opportunities within a teaching environment within the Birmingham and wider Midland’s areas to allow the utilisation of existing skills and experiences. Passionate, confident person with a track record of employment as a translator, tutor and teaching professional. Strong communicator with the ability to acquire product knowledge quickly. Highly motivated with an enthusiasm for offering and exceeding customer expectations. Demonstrates great partnership working and collaboration with colleagues and other departments to provide a responsive and co-ordinated service to customers. Supportive and enthusiastic team player, regularly contributing ideas for service improvements. A hardworking, reliable and enthusiastic person who is outgoing with strong, effective organisational and communication skills, maintaining concentration and focus whilst performing repetitive tasks. Good team player able to use own initiative to achieve personal and company objectives. Computer literate, versatile, learning new tasks and skills quickly. Would undertake any training necessary to secure full time opportunities and is available to start immediately. |
| **KEY SKILLS / ATTRIBUTES** |
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| * Demonstrates strong, creative visual skills and the ability to transfer concepts effectively
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| * Enjoys meeting challenges and seeing them through, maintaining high standards throughout
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| * Manages multiple assignments and tasks effectively, setting priorities and adapting to changes
 |
| * Flexible team player, thriving in environments requiring effective prioritisation skills
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| * Deals effectively with anticipated stressful situations, and always remains in control
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| * Able to work with a high level of concentration with frequent interruption, achieving targets successfully
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| **EMPLOYMENT HISTORY** |
| **Solihull College and University Centre, Solihull. ESOL Lecturer.*** Responsibility for the delivery of ESOL Skills for Life Entry1, Entry 2, Entry 3 and Level 1 courses
* Designing and delivering interesting and motivating lessons educating students in the areas of English development
* Planning, setting and evaluating assignments to encourage interaction and competently assessed students' work according to effort, achievement and set assignments
* Developing a patient and encouraging approach when dealing with students and provided pastoral support, coaching and mentoring to support achievement
* Displaying creativity, intuition, imagination and strong communication and active listening skills
* Demonstrating the ability to develop and maintain strong relationships with students and professional team colleagues
* Fully aware of on-site Health and Safety and Safeguarding
 | **2022 – present** |
| **Family Care Trust, Solihull. *ESOL* *Teacher.*** | **2022**  |
| * Responsibility for the delivery of ESOL English Entry I and Entry 2 Levels to Ukrainian refugees aged 18+
 |
| * Delivering interesting and motivating lessons educating students in the areas of English development
 |
| * Developed a patient and encouraging approach when dealing with pupils and provided pastoral support, coaching and mentoring to support achievement
 |
| * Displayed creativity, intuition, imagination and strong communication and active listening skills
 |
| * Demonstrated the ability to develop and maintain strong relationships with pupils, parents, carers and professional team colleagues
 |
| * Fully aware of on-site Health and Safety and Security, Welfare and Caring for Vulnerable Adults
 |
| ***Self Employed Freelance Translator and Online ESOL Tutor.*** | **2017 - 2021** |
| * Worked closely with the clients to translate Ukrainian into English, English into Ukrainian, Russian into English and English into Russian translating a variety of documents and texts to allow co-operative understanding
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| * Responsibility for translating, and re-producing a verbal translation and text, concerning a variety of languages and dialects as per task requirements
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| * Effective and clear understanding of English and other languages ensuring attention to detail and effective customer service skills utilising relevant software when appropriate
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| * Fluent in English, Ukrainian and Russian with an excellent knowledge and understanding towards other cultures and social norms
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| * Utilised an Online platform to deliver relevant sessions surrounding the development of English speaking and listening
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| * Ensured that I safely, effectively and with diligence supported clients with extra needs and requirements relevant to their specific profile
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| * Built trusting relationships with colleagues by offering them support and care building excellent communication and active listening skills with patience and empathy
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| * Fully aware of Health and Safety in the Workplace and Safety, Security and GDPR issues, and welfare considerations
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| **Tavria State Agrotechnological University, Melitopol, Ukrain. *Lecturer.*** | **2015 – 2017**  |
| * Responsible for the design, delivery and review of lectures in the areas of Psychology and ESOL
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| * Planned, set and evaluated assignments to encourage interaction and competently assessed students' work according to effort, achievement and set assignments
 |
| * Effective and clear understanding of English and other languages ensuring attention to detail
 |
| * Fluent in English with an excellent knowledge and understanding towards other cultures and social norms
 |
| * Developed a patient and encouraging approach when dealing with pupils and provided pastoral support, coaching and mentoring to foster commitment to achieve goals
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| * Managed classes effectively and dealt quickly with any behaviours, applying appropriate and effective measures to each situation
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| * Demonstrated the ability to develop and maintain strong relationships with students, parents, carers and professional team colleagues
 |
| * Fully aware of Health and Safety in the Workplace and Safety and Security, Welfare and Vulnerable Adults
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| ***Further extensive employment history on request*** |
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| **EDUCATION & TRAINING** |
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| **1991 – 1996 Melitopol Pedagogical Institute,** Melitopol, Ukraine. *ESOL Teacher Qualification.***2005 – 2007 Classic Private University,** Zaporizhzhia, Ukraine. *Masters in Philology: English and English Literature.***2011 – 2014** Dahl East European University, Ukraine. *Phd in Psychology.* |
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| ***References available on request*** |