

YULIIA KOBYLNYK

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SUMMARY

Self-driven and well-informed professional with demonstrated experience in the field of translation, truck dispatching, and customer service. Proficient in several foreign languages, extensive knowledge of computer programs, excellent problem-solving skills, and ability to perform well in a team.

SKILLS

<ul style="list-style-type: none">● Customer Service● Multitasking and Time Management● Strong Organizational Skills● Microsoft Office● Document and File Management● Data Entry● Ease with Computers and Technology● High Volume Phone Inquires	<ul style="list-style-type: none">● Writing and Editing Skills● Office Equipment Operation● Writing and Editing● Invoice Processing● DAT Loadboard● Amazon Relay● CRM● QuickBooks
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EXPERIENCE	
05/2022 - current	<p>Parish Secretary Ukrainian Catholic Cathedral of St. George - Saskatoon, Saskatchewan</p> <ul style="list-style-type: none">● Maintain an organized filing system of paper and electronic documents.● Coordinate communications, take calls, respond to emails, and interface with parishioners.● Draft agendas, meeting notes, and other documents to enhance the collaborative process.● Assist with accounts receivable and accounts payable functions.● Provide administrative support to team members.
08/2020 - 11/2023	<p>Dispatcher ANT Inc. - Chicago, IL</p> <ul style="list-style-type: none">● Monitor load board and adjust call priorities.● Track changes in a computer system to keep records.● Review routes, daily traffic, and weather conditions to adjust plans, meeting daily requirements and service needs.● Answer customer requests with information about shipping information, and status updates.● Work closely with the transportation supervisor to dispatch and assign loads.● Report delays, accidents, or other traffic and transportation situations.

07/2019 - 03/2022	<p>Customs Broker Vesta Small Enterprise- Ternopil, Ukraine</p> <ul style="list-style-type: none"> ● Process and complete invoicing processes for timely and accurate billing of imports. ● Prepare and process import and export documentation according to customs regulations, laws, and procedures. ● Clear goods through customs and verify delivery to clients' destinations.
01/2018 - 03/2019	<p>Dispatcher Route4U Sp. z O.O. - Krakow, Poland</p> <ul style="list-style-type: none"> ● Manage daily delivery and work schedules to maximize coverage. ● Review routes, daily traffic, and weather conditions to adjust plans, meeting daily requirements and service needs. ● Work closely with the transportation supervisor to dispatch and assign loads. ● Leverage GPS devices and computer programs to plan routes, update customers, or advise drivers about upcoming issues.
06/2011 - 03/2022	<p>Translator Self-Employed - Ternopil, Ukraine</p> <ul style="list-style-type: none"> ● Proofread translations to identify and correct punctuation, grammatical, and translation errors. ● Translate documents ● Deliver translation services to clients ● Work with clients to establish translation requirements and scope. ● Use dictionaries, thesauruses, and other references during translation to locate terminology equivalents and retain original text meaning. ● Verify document translation consistency using memory software.

EDUCATION AND TRAINING

06/2005	Bachelor's Degree: Teacher of English As A Second/Foreign Language Ternopil State Pedagogical University - Ternopil, Ukraine
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Languages: English, Ukrainian, Russian, Polish

References are available upon request.