

Administrative, Teacher Assistant, Student- Parent Advisor

Core Competencies

Bi-Lingual – Russian, Ukrainian	Parent/Teacher Conferences	Classroom, Lesson Plans Management
ESOL Instructions	IEP Translation, Interpretation	Student Record Management
Medical, Legal Documents Translation	Student, Parents Communications	MS Office (Office, Word, Excel, PowerPoint)
Elementary Student Interactions	Highly Motivated	Effective Communicator

Career Success

SEDALIA SCHOOL DISTRICT #200, Sedalia, MO

2006-2021

Bi-Lingual Advisor & Instructor Assistance

Reported to District Principals and Superintendents.

Responsible for management of bi-lingual communications, verbally and written, between teachers and students or parents. Served as bi-lingual Instructor Assistance as a testing administrator, homework assistance, facilitating make-up homework for the purpose of devising special strategies for reinforcing materials or skills based on the understanding of individual students needs, interest and abilities.

Key Participant In Communications & Development Of Individual Education Plans

- DEVELOPED INDIVIDUAL EDUCATION PLANS FOR SPECIAL EDUCATION STUDENTS.
- TRANSLATED ALL DOCUMENTS AND PRESENTED TO PARENTS IN THEIR NATIVE LANGUAGE.
- ASSISTED STUDENTS WITH THEIR PLANS EFFECTIVE EXECUTION AND MODIFICATIONS.
- POINT OF CONTACT FOR PARENTS IN REFERENCE TO THE PLAN AND PROGRESS.

CITIZENS AGAINST SPOUSE ABUSE, Sedalia, MO

2010-2018

Case Worker, Bi-Lingual

Reported to Director.

Education

Bachelor of Arts, Interpreter and Foreign Languages Moscow State Linguistic University

Professional Development & Community Leadership

Sunday School Teacher

8 Mission Trips To Haiti - Liberty Life Church (2010-2018)

Annual Student Lesson Plan Development Training (2010-2020)

MAP Testing Certification (2010-2021)

Mental Health Guidance Training 2011