



Iryna Atroshenko

ENGLISH LANGUAGE LECTURER

Details

Dnipro
Ukraine
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Skills

Problem Solving

Adaptability

Creativity

Microsoft Word

Microsoft Power Point

Communication

Self-motivated

Languages

Ukrainian, English, French,
Spanish

Profile

Motivated, passionate English teacher with expertise of engaging lesson plans to suit diverse students. Excellent communication and organization skills and several learning methodologies.

Employment History

Translator - Legal Assistant, Assets Management Group, Dnipropetrovsk

APRIL 2006 – APRIL 2020

- Prepared legal documents in English for clients and proceedings without error and in a timely manner.
- Assisted as a Translator with daily tasks and duties when needed.
- Continually served as a helpful and enthusiastic Legal Assistant with a proven track record of doing work in a timely and professional manner.
- Served as a helpful Legal Assistant to all office staff including the Chief Executive Officer, Chief Accountant, Head of the Legal Department, Head of the Security Service Department and Maintenance Manager.
- Collaborated with the legal team to review and solidify contractual terms.

Translator, Interpipe Group, Dnipropetrovsk

JULY 1998 – APRIL 2006

- Utilized subject matter expertise and legal knowledge to offer the most detailed and efficient translations possible.
- Provided translation services in a variety of settings.
- Brought forth the ability to verbally translate written materials.
- Led three way telephone calls when necessary and translated pertinent information to each party.
- Finished each job with accuracy and timeliness.

English Teacher, Business and Culture Private Lyceum, Dnipropetrovsk

DECEMBER 1996 – JULY 1998

- Provided optimal instruction and academic support to students.
- Created and implemented lesson plans based on child-led interests and curiosities.
- Developed and implemented a well-rounded and age appropriate curriculum.
- Planned group work to encourage team-building skills.
- Utilized excellent English and French speaking skills.
- Maintained organized files and documentation of each student's progress.
- Modified lessons to meet the needs of all students.

Education

Specialist of Romance-Germanic Philology, Dnipropetrovsk State University, Dnipropetrovsk

SEPTEMBER 1988 – JUNE 1993