



# Vladyslava Vakhrusheva

Translator, Teacher, Tutor, Office Manager

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Brno, Czech Republic

A conscientious and professional translator and manager with extensive experience in administration, office management, secretarial role, organising events, currently seeking a new position as an Executive PA or an Office Manager. A highly organised, accurate, dutiful and efficient individual, whose thorough and precise approach to projects has yielded excellent results.

## WORK EXPERIENCE

### Translator

#### LLC "Svit Mov"

09/2017 - 09/2019

Ukraine, Kryvyi Rih

Translating Agency

- Achievements/Tasks
- Responsible for translating different documents and texts as well

### Office Manager

#### LLC "Svit Mov"

09/2017 - 09/2019

Ukraine, Kryvyi Rih

Translating Agency

- Achievements/Tasks
- Responsible for communicating with people, organising office work

### Teacher

#### Private Entrepreneur Skepska

09/2019 - 02/2022

Ukraine, Kryvyi Rih

Education

- Achievements/Tasks
- Responsible for providing and conducting lessons

### Teacher

#### Private School "Study Less"

09/2022 - 03/2023

Ukraine, Kharkiv

Online School of English

- Achievements/Tasks
- Responsible for conducting individual lessons

### Teacher

#### Private School "Study Less"

01/2023 - Present

Ukraine, Kharkiv

Online School of English

- Achievements/Tasks
- Responsible for conducting group classes and marathons

### Mentor/Project Manager

#### Private School "Study Less"

02/2023 - Present

Ukraine, Kharkiv

Online School of English

- Achievements/Tasks
- Responsible for organising events, workshops etc.

## SKILLS

Proficiency in Microsoft Office/Google Sheets, Documents etc.

Excellent communication skills both written and verbal

About 90 words per minute typing

Certified Translator

Experienced Teacher/Manager

## EDUCATION

Zaporizhzhia Institute of Economics and Information Technology/Ukraine, Zaporizhzhia (09/2012 - 06/2017)

## LANGUAGES

English  
Native or Bilingual Proficiency

German  
Limited Working Proficiency

Ukrainian  
Native or Bilingual Proficiency

Russian  
Native or Bilingual Proficiency

Czech  
Elementary Proficiency

## INTERESTS

Music

Sport

Reading

Self-development