

# OLEKSANDRA STEPANOVA

## INTERPRETER

### CONTACT

068 78 72 621

as4960944@gmail.com

Kyiv, Ukraine

### SKILLS

Excellent Communication

Analytical and Critical Thinking

Teamwork and Collaboration

Schedule optimization

### EDUCATION

**Bachelor`s Degree**

**KNLU**

2018 - 2022

Oriental languages and literatures (including translation), Korean as a major foreign language

### LANGUAGES

Ukrainian - native

English - C1

Korean - B2

### PROFESSIONAL SUMMARY

Gifted Interpreter with aptitude for conveying emotion, style and content of English and Korean speakers. Bringing in-depth knowledge of cultural context and idiosyncrasies. Proven to provide translations quickly and accurately developed over 4 years of experience.

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills and great opportunity to build a successful career.

### WORK EXPERIENCE

#### Interpreter | Freelance

**Kyiv - May 2019 - Current**

- Worked with Ukrainian, English and Korean in any language pair.
- Provided oral interpretations for clients during special events, successfully maintaining pace with native speakers to deliver real-time comprehension.
- Kept up-to-date with industry-specific terminology and jargon to accurately interpret technical or specialized language.
- Provided language translation and customer service skills to clients in English and Korean business sectors.
- Provided cultural input to speakers to help parties who did not speak similar languages communicate with and understand one another.
- Maintained message content, tone, and emotion as closely as possible.

#### Language Tutor | New Brain

**Kyiv - May 2023 - October 2023**

- Created personalized lesson plans to meet needs of diverse learners.
- Assisted students in developing study skills and strategies.
- Facilitated small group and one-on-one tutoring sessions focusing on academic subject areas.
- Mentored and coached students with focus on developing independence and self-confidence.
- Administered standardized tests to assess student strengths and weaknesses.
- Collaborated with teachers, administrators and parents to determine how best to support student success.
- Motivated students with accurate feedback and positive reinforcement.
- Developed methods to motivate and engage students in learning.
- Monitored student progress and provided feedback and support.
- Used variety of teaching methods to successfully help wide range of students.

#### Interpreter and Copywriter | DA Agency

**Kyiv - February 2023 - May 2023**

- Wrote advertising copy for online content, adhering to employers' overarching brand identity and personality.
- Researched industry trends and customer preferences to inform copywriting efforts.
- Edited and proofread drafts of articles and other documents.
- Played instrumental role in creative planning and review sessions, working with resourceful team to elevate quality of content and designs.
- Created content for websites and online publications.
- Managed competing deadlines with efficiency.
- Interpreted spoken and written languages other than English and vice versa.
- Translated website content from other languages to English.