

Iryna Hordienka

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WORK EXPERIENCE

SCHOOL ADMINISTRATOR AT SPEAK WELL ENGLISH SCHOOL (APRIL 2019 – NOW)

Management and coordination of school work:

- dealing with clients and client base, answering phone calls and emails; testing students; forming groups; accounting of payments; processing of current requests.

Work with teachers of the school.

ESL TEACHER AT SPEAK WELL ENGLISH SCHOOL (SEPTEMBER 2018 – NOW)

- Teaching students of all age groups (from 13 to 63) and of different proficiency levels (elementary – advanced)
- Preparation of appropriate lesson plans using different learning strategies and techniques.
- Preparation of all the necessary additional material accordingly to the lesson plan and some extra activities in case the plan changes during the lesson.

SPANISH LANGUAGE TEACHER AT PUBLIC SCHOOL (FEBRUARY 2018)

EDUCATION

120-HOUR TEFL COURSE (OCTOBER 2019)

ODESA I.I. MECHNIKOV NATIONAL UNIVERSITY (2014-2018)

B.A. in Philology

(the Spanish and English Languages and Literatures)

SKILLS

English C1

Spanish B2

Russian Native

Ukrainian Native

Effective communication

Good time management

Conflict resolution

Multitasking

Adaptability

Proficient computer user