Elena M. Tarabanova
mobile: +38 099-680-1371
ltarabanova77@gmail.com

Seeking to enhance employer's business performance in exchange for professional growth and continued learning opportunities

EXPERIENCE/USA

- HURRICANE SALES AND MARKETING (St. Petersburg, FL)
  Growth Specialist
- CRAWFORD & VON KELLER, LLC (Columbia, SC)
  Senior Litigation Paralegal (Creditors' Rights, Foreclosures)
- ROGERS TOWNSEND (Columbia, SC)
  Researcher (Litigation)
- ROBINSON GRAY STEPP & LAFFITTE, LLC (Columbia, SC)
  Paralegal (Workers' Compensation)
- NEXSEN PRUET (Columbia, SC)
  Paralegal (Employment & Labor Law)
- Bowers Orr, LLP (Columbia, SC)
  Paralegal (Class Actions, Mass Tort, Complex Litigation)
- Marriott Columbia (Columbia, SC)
  Various positions
- The Ritz-Carlton Amelia Island (Amelia Island, FL)
  Various positions

EXPERIENCE/UKRAINE

- IT Corporation/under NDA (Kharkiv, Ukraine)
  Customer Support, Marketing, Pre-Sales, Sales, Legal Marketing, Legal
- Self-employed (Kharkiv, Ukraine)
  Translator/Interpreter (academic literature, fiction, non-fiction; negotiations, conferences)
- Self-employed (Kharkiv, Ukraine)
  English language tutor (speaking clubs, private lessons)
- Philip Morris Ukraine (Kharkiv, Ukraine)
  Various positions (Engineering Department, Production, Greenfield Project)

EDUCATION

- SOUTH UNIVERSITY (Columbia, SC, USA)
  Post baccalaureate ABA Approved Paralegal Certificate Program; Certified Paralegal
- V.N. KARAZIN KHARKIV NATIONAL UNIVERSITY (Kharkov, Ukraine)
  BA Degree; Major: English Language and Literature; Minor: German Language and Literature

TECHNICAL SKILLS

Include, but are not limited to Zoho CRM, Zendesk, Help Desk (by Salesforce), Mailchimp, Summation, Amicus, CaseMap, Tabs, Pacer, Bill4Time

LANGUAGES

- English – excellent/fluent
- German – good
- Ukrainian – native
- Russian - native

ADDITIONAL INFORMATION

- SOFT SKILLS
  Hard worker, fast learner, excellent communication skills, loyal and trustworthy
- INTERESTS
  Play piano and guitar; books and poetry; all music; languages; travelling