

PERSONAL INFORMATION

KATERYNA VANDYCH

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Sex Female | Date of birth 25/9/1995 | Nationality Ukrainian

WORK EXPERIENCE

7/6/2017–25/11/2017

Administration department manager

UKRAINIAN SWIMMING FEDERATION, Kyiv (Ukraine)

- organization of meetings;
- meeting guests;
- organization of conferences;
- order of advertising products;
- administrator of a website;
- writing articles for a website;
- conclusion and signing of agreements with co-workers and companies;
- writing orders;
- organization of PR events (press conferences, seminars, interviews, meetings with representatives of city administrations, coordination of volunteers);
- organization of trips (registration of documents, booking of hotels and tickets).
- receiving and forwarding incoming calls, letters, documents;
- writing and editing letters of request for sponsorship;

28/8/2016–Present

Teaching associate professional

Smart Learning Lab., Kyiv (Ukraine)

- teacher of the Czech language at level A1 and A2

14/9/2017–Present

Aisistant coordinator of educational programs

CZECH CENTER AT KYIV AT THE EMBASSY OF THE CZECH REPUBLIC IN UKRAINE, Kyiv (Ukraine)

- coordination of students during the course;
- consultant for cultural and educational issues;
- Czech-Ukrainian/Ukrainian-Czech articles translator;
- organization of art exhibitions;
- advertising;
- meeting guests;
- administrator of a page on Facebook "Stáže na Ukrajině";
- translation articles for a website;
- writing of official letters, appeals;
- organization of trips (registration of documents, booking of hotels and tickets).
- receiving and forwarding incoming calls, letters, documents;
- writing and editing letters of request for sponsorship;
- teaching.

EDUCATION AND TRAINING

1/9/2013–28/6/2017

BACHELOR DEGREE AT CZECH AND UKRAINIAN LANGUAGES AND LITERATURES

EQF level 6

KYIV NATIONAL TARAS SHEVCHENKO UNIVERSITY, KYIV (Ukraine)

languages:

- Czech
- Ukrainian
- Slovenian
- Germany

translation:

- Czech-Ukrainian
- Ukrainian-Czech

research:

- Czech and Ukrainian youth slang

literature:

- History of Czech and Ukrainian literature.

1/9/2017–Present

MASTER OF CZECH AND UKRAINIAN LANGUAGES AND LITERATURES

EQF level 7

KYIV NATIONAL TARAS SHEVCHENKO UNIVERSITY, KYIV (Ukraine)

PERSONAL SKILLS

Mother tongue(s) Ukrainian, Russian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Czech	B2	C1	B2	B2	B2
English	B1	B1	A2	A2	B1
German	A2	A2	A1	A1	A2
Slovenian	A2	A2	A2	A1	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Communication skills - sociability;
- ability to work in a team.

Job-related skills - perfect time-management skills;
- organizational and communication skills;
- creativity;
- persistence;
- awareness of Ukrainian and Czech cultural scene;
- rationality and ability to quick analyzing.

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Digital skills - Self-assessment grid

- good command of Microsoft Office programs;