



# Karolina Tkachenko

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2/3, Kotliarevskoho street, app. 72, 40002, Sumy, Ukraine

## ● WORK EXPERIENCE

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01/09/2004 – CURRENT

### PRIVATE TUTOR

*language training (pupils mainly, English and German)*

Sumy, Ukraine

10/2016 – 07/2017

### TEACHER – Language school "Green Apple"

*English lessons for groups (levels A1-B2)*

*speaking courses (all levels)*

Sumy, Ukraine

07/2017 – CURRENT – Sumy, Ukraine

### COORDINATOR OF INTERNATIONAL PROJECTS – Sumy national agrarian university

*translation and interpretation*

*documentation maintenance*

*business correspondence*

*event management*

*technical assistance in implementation of international projects and grants*

Sumy, Ukraine

01/03/2017 – 01/04/2020

### TRANSLATOR – Sumy national agrarian university / European Bank for Reconstruction and Development

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*work under joint project "Ukraine: Upgrading vocational skills in Ukraine's meat processing sector" between the European Bank for Reconstruction and Development and Sumy national agrarian university:*

*written translation of project documentation (curricula, study plans of disciplines, reports and minutes)*

*oral interpretation during project meetings, training sessions and other project activities*

Sumy, Ukraine

10/2017 – CURRENT – Sumy, Ukraine

## **TRANSLATOR / TECHNICAL ASSISTANT – Sumy national agrarian university**

Work under Erasmus+ KA2 Project "From theoretical-oriented to practical education in agrarian studies / TOPAS" : written translation of project documentation; oral translation during project activities; documentation maintenance.

10/2017 – CURRENT – Sumy, Ukraine

## **TRANSLATOR / TECHNICAL ASSISTANT – Sumy national agrarian university**

Work under Erasmus+ KA2 Project "Improving skills in laboratory practice for agro-food specialists in eastern Europe / Ag-Lab" : written translation of project documentation; oral translation during project activities; documentation maintenance.

## ● **EDUCATION AND TRAINING**

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01/09/2015 – 30/04/2017 – Sumy, Ukraine

### **Master, Translator and teacher of English and German – Sumy state university**

#### **Main subjects**

- Practice of translation of English language
- Practice of translation of German language
- Oral interpretation
- Translational problems of economy and business materials

#### **Acquired competences**

- Actual modern methods of translation and interpretation
- Ability to translate from English and German into Ukrainian and Russian and vice versus
- Ability to search optimal variant of translation, reveal potentialities of language and speech
- Ability to conduct analysis and research works
- Ability to do computer processing of documents, their verification and marking
- Ability to use knowledge and skills in the field of translation and philology

01/09/2015 – 28/02/2017 – Sumy, Ukraine

## **Master in Quality, Standardization and Certification – Sumy state university**

### **Main subjects:**

- Quality management
- Accreditation and certification
- International standardization and technical regulations
- Audit
- Harmonization of standards
- Data communication management

### **Acquired competences**

- Ability to design the social and ecological safety systems of institution/department
- Ability to organize the institution/department functioning
- Ability to organize the certification and accreditation of the institution/department
- Ability to execute educational, systematic and pedagogical work
- Management of the constituent tasks execution by the institution/department
- Management of the institution/department administrative services
- Management of the institution/department economic work
- Management of documents that are in paperwork of the institution/department

07/2014 – 08/2014 – Aachen, Germany

## **International summer language course – DAAD**

German Language Course (including Literature, History and Culture Studies) at Sprachenakademie Aachen, Nordrhein-Westfalen

22/07/2019 – 14/08/2019 – Eichstätt, Germany

## **International summer language course – BAYHOST**

The course took place at Katholische Universität Eichstätt-Ingolstadt, Bayern.

The course consisted of the following parts:

- Sprachkurs B2 (57 UE)
- Konversation und Landeskunde II (26 UE)

03/2020 – CURRENT

## **DAAD Project "Training for Higher Education Administrators in Ukraine" – FH Münster**

<https://en.fh-muenster.de/WWWeiterbildungen/thea-ukraine-startseite.php>

## ● LANGUAGE SKILLS

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Mother tongue(s): **UKRAINIAN** | **RUSSIAN**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C1	B2	C1	B2
<b>GERMAN</b>	C1	B2	C1	C1	B2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

## ● DIGITAL SKILLS

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Canva | Google Drive | Microsoft Office | Zoom | Social Media | Adobe Photoshop CC 2018