



## Viktoriia Shoptenko

**Nationality:** Ukrainian **Date of birth:** 10/02/2001 **Gender:** Female

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**Home:** Lviv (Ukraine)

### WORK EXPERIENCE

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#### English tutor

**Tutor Service** [ 12/09/2022 – Current ]

City: Lviv

Country: Ukraine

1. Conducting lessons for students of different ages (children and adults) in small groups and individually;
2. Preparation for lessons, and development of courses.

#### Camp Tutor

**British Camp** [ 25/06/2023 – 02/07/2023 ]

City: Uzhhorod

Country: Ukraine

1. Work with campers aged 7-9.
2. Conduction lessons with campers according to the developed academic program;
3. Conduction thematic activities. Active participation in camp activities, games and excursions;
4. Keeping records and reports for each camper in my group;
5. Constant communication with campers in English;
6. Campers' support, creation of a positive atmosphere in the children's team, inspiration of new victories and discoveries.

#### English Translator

**ESPRESSO TV channel** [ 30/11/2022 – 31/01/2023 ]

City: Lviv

Country: Ukraine

1. Translation of the site TV news from Ukrainian into English.

#### Project manager assistant

**Lviv Media Forum** [ 01/02/2022 – 31/10/2022 ]

City: Lviv

Country: Ukraine

1. English-Ukrainian translation of the media texts and documents;
2. Assistance with general logistics for the office;
3. Assistance with document creating;
4. Assists the head of the organization and colleagues in the performance of daily duties, including holding a multilateral meeting with foreign journalists.

## EDUCATION AND TRAINING

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### **Master's degree, International Relations and National Security Studies**

***Ivan Franko National University*** [ Current ]

City: Lviv

Field(s) of study: International relations

Final grade: Master's degree

Speciality: International Relations and National Security Studies. Interpreter;

Occupational skills covered:

1. Solving practical problems of activities in the field of international security and crisis management;
2. Ensuring the effectiveness and flexibility of the national (regional, global) security system;
3. Preventing and responding to crises in the context of actual and potential threats, foreign and security policy, diplomacy and international relations.

### **Bachelor of Arts in Translation Studies**

***Ivan Franko National University*** [ 01/09/2018 – 30/06/2022 ]

City: Lviv

Country: Ukraine

Field(s) of study: Arts and humanities : *Language acquisition*

Final grade: Bachelor

Speciality: English-Ukrainian translation and interpreting;

- knowledge of translation studies;
- skills in English-Ukrainian and French-Ukrainian translation and interpreting;
- skills in writing scientific papers;
- copywriting skills;
- Level of English C1;
- Level of French B1.

### **Student (distance learning)**

***Cherkasy Institute of Fire Safety named after Chernobyl Heroes*** [ 01/09/2018 – 30/06/2023 ]

City: Cherkasy

Country: Ukraine

Field(s) of study: Law: *Law*

Speciality: Law

Occupational skills:

1. Knowledge of Admiralty Law, Business Law, Constitutional Law, Criminal Law, Health Care Law, Intellectual Property Law, International Law, Financial Law, Civil Law.

## SOCIAL AND POLITICAL ACTIVITIES

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### **Volunteer and worker at international organization AIESEC**

[ AIESEC, Lviv (Ukraine), 01/03/2020 – 31/12/2021 ]

**01/01/2021 - 01/07/2021- operation team leader in iGTa (incoming global talent) corner.**

*Responsibilities:*

1. Work with CRM systems (Podio, Expa) and Google Sheets;
2. IR materials preparation (booklets for presenting our projects in other countries);
3. Provide high-quality selection process of applicants for Lviv companies on such positions as sales, marketing, project management and business development;
4. IR management (setting chat, calls);
5. Arranging interviews between companies and international applicants;
6. Liaison with partner Lviv companies;
7. Organize webinars with interns;
8. Preparation of interns for work and gathering all documents;

9. Work with hostels;
10. Search host families for interns.

### **24/07/2021 - 31/12/2021- network manager in AIESEC national Entity Support Team.**

#### *Responsibilities:*

1. Attraction strategies to boost the number of international applicants and conversion rates;
2. Synergy with international relationship managers to align the network about our suppliers and results with them;
3. Manage commission of Instagram content and other social media pages;
4. Tools Update and Upgrading in Google Sheets;
5. Gathering inputs about Ukrainian AIESEC Local Committees and quantities of applicants;
6. Conducting of the educational spaces for Ukrainian Local Committees.

## **CONFERENCES AND SEMINARS**

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### **EU Study Days in Ukraine**

[ Online seminars, 19/05/2020 – 25/06/2020 ]

Delegation of the European Union project in Ukraine which was performed by the Ukrainian Reform Education Centre.

#### Skills:

1. Advanced knowledge about relationships between European Union and Ukraine;
2. Awareness of European integration reforms in Ukraine due to lead Ukrainian and European lecturers who are integrational processes specialists in the continent.

## **PROJECTS**

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### **ANDRONIK**

[ 01/03/2020 – 15/08/2020 ]

#### Skills:

1. Translation from English into Ukrainian of the scientific psychological book "Felt time: The Psychology of How We Perceive Time" (authors: Marc Wittmann and Eric Butler) which is included in the educational programme of psychology students;
2. Advanced knowledge, management and practice of translational process.

## **LANGUAGE SKILLS**

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Mother tongue(s): **Ukrainian**

#### **Other language(s):**

##### **English**

**LISTENING C1 READING C1 WRITING C2**

**SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1**

##### **French**

**LISTENING B1 READING B1 WRITING B1**

**SPOKEN PRODUCTION B1 SPOKEN INTERACTION B1**

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

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