



# KATERYNA DIACHENKO

## TRANSLATOR AND INTERPRETER

### PROFILE

Young and motivated person who strives to become a great translator and interpreter. I am open to professional challenges and new translation experience.

### WORK EXPERIENCE

#### Embassy of the Republic of Korea to Ukraine 2024-2025

##### Secretary to the Ambassador

- To monitor the Ambassador's schedule;
- To coordinate the workflow between different departments of the Embassy;
- To communicate and coordinate cooperation with the Ukrainian MOFA, state entities, other diplomatic missions, international organizations etc;
- To monitor incoming and outgoing correspondence;
- To translate incoming/outgoing documents and do interpreting if necessary;
- Any other responsibility considered necessary or delegated by the Ambassador or any other diplomat;

#### Right to Protection CF 2023-2024

##### Administrative Assistant

- Translate various incoming/outgoing documents and to do interpreting as necessary;
- Provide advice on the collection of financial documentation (invoices, etc.), in accordance with the procedures of the CF and within the specified timeframe;
- Conduct surveys of suppliers on the organization of trainings, seminars, working meetings, public events, press conferences;
- Maintain and update the personnel database and personnel paper documents;
- To monitor personnel records in the CVO, daily entry/exit records;
- To ensure that all documentation is prepared transparently and accountable;
- Any other responsibility considered necessary or delegated by the manager to provide the level of service required by the Fund and/or the donor;

#### Spot School 2022-2023

##### English Teacher

- To conduct 4-5 classes per day;
- Daily report;
- To write reports on students' progress and feedback on their work;
- To devise lesson plans;
- To organize and conduct Speaking club once a month;
- To attend workshops, webinars, lectures on professional development;

### CONTACT

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### LANGUAGES

- Ukrainian (Native)
- English (Fluent)
- Spanish (B2)
- Korean (2급)

### EDUCATION

2020-2024

TARAS SHEVCHENKO NATIONAL  
UNIVERSITY OF KYIV

- Bachelor of Philology and

Translation

2024-present

TARAS SHEVCHENKO NATIONAL  
UNIVERSITY OF KYIV

- Master degree in Translation  
and Interpretation

### HARD SKILLS

- Interpretation and Translation
- Matecat, DejaVu
- Microsoft Office (Word, Excel, PowerPoint)
- Google Services (Google Drive, GoogleDocs, GoogleSlide, GoogleTabs)
- Notion, Miro Board, Canva, Kahoot, Tvee.

### SOFT SKILLS

- Organization Skills
- Critical Thinking
- Flexibility
- Punctuality
- Responsibility
- Creativity
- Communication skills
- Attention to detail
- Ability to work independently in accordance with deadlines
- Ability to navigate intercultural environment

### VOLUNTEERING PROJECT

NOVEMBER 23, 2023

Interpretation for the volunteers from NAFO organization that came to Borodianka on their way to the East of Ukraine. Communication facilitation between local government representatives and the volunteers.