

# Yulia Allan

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## Summary

Resourceful Personal Assistant able to learn quickly and incorporate new procedures to maximise efficiency and productivity. Enthusiastic Personal Assistant with skill for learning quickly to deliver fast results. Talented teaching professional with extensive experience in language learning support. Committed to student progress through personalised, targeted instruction. Communicates clearly and concisely to engage learners of varying ages and abilities. Compassionate Teacher helping shape English language skills in students with dedication and continued support. Offers skills in relationship building, lesson planning and progress reporting. Creates quality lessons to engage students and promote learning. Dedicated team player with an in-depth understanding of the culture and people of Ukraine. Well-versed in translating verbal communication and written words from English to Russian or visa versa.

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## Experience

### **PERSONAL ASSISTANT** 07/2017 - Current

#### **Morningside Masonry**, Edinburgh , Midlothian

Organised personal and professional calendars, including reminders and updates for upcoming meetings and events.

Directed and actioned incoming and outgoing correspondence, including postal mail, email and faxes.

Generated and distributed invoices to obtain fee payments.

Performed background research for special projects.

Organised travel arrangements on behalf of colleagues, including booking hotels, transport and restaurants.

### **ENGLISH AS A FOREIGN LANGUAGE TEACHER, TRANSLATOR** 09/2002 - 08/2009

#### **Gluhov school N2, self employed** , Gluhov, Ukraine , Poltava

Conducted in-depth assessments into children's work, providing feedback on grammar, syntax, spelling and punctuation to increase learning development.

Delivered engaging, educational and inspiring lessons to age groups from years 5 to 55

Coordinated and attended parent-teacher meetings to update parents on student language progress, strengths, abilities and weaknesses for improvement.

Produced visual aids within teaching presentations to assist in conveying language information to non-native English students.

Taught English as a second language to students with first language being Russian or Ukrainian

Used computer to remotely teach English language lessons to students.

Created a wide range of teaching materials to assist in teaching English, including audio, written and visual resources.

Held regular verbal and written exams for students to examine learning development and assess difficulties.

Provided classroom support to students being instructed in non-native languages.

Created reports of student grades and progress for personal, student and parent review.

Sourced and developed workbooks, presentations and visual aids.

Marked student work and provided constructive feedback on improvement areas.

Helped students overcome language barriers through motivation, dedication and persistence in helping them to succeed.

Prepared various examination documents to test student current abilities and monitor progress.  
Undertook administrative tasks including tasking registers, marking coursework and assessing student attendance records.  
Organised engaging resources to promote student learning and progress against course objectives.  
Evaluated student language developments through verbal and written assessments, providing extra support to struggling or underachieving pupils.  
Tailored language instruction to suit varying age and competence levels.

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<b>Skills</b>	<ul style="list-style-type: none"><li>• Background research</li><li>• Problem resolution</li><li>• Event planning</li><li>• Administrative support specialist</li></ul>	<ul style="list-style-type: none"><li>• Real-time translation</li><li>• Russian language fluency</li><li>• Ukraine culture knowledge</li><li>• Written translations</li></ul>	<ul style="list-style-type: none"><li>• Live translations</li><li>• Lesson designing</li><li>• Language lesson planning</li></ul>
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<b>Education</b>	<b>Master degree , English as a foreign language , 2003</b> <b>Gluhov Pedagogical University , Gluhov</b>
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