**Evgenia Kim**

North Vancouver, B.C. V7G 1Z6

778 302 1882 evgenyakim7@gmail.com

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Summary**

* Certified Personal Assistant with over 6 years’ experience in public and private sectors as well as food service industry.
* Professional teacher with almost 15 years of experience working with Russian, bilingual and non-Russian speaking children.
* Current full-time Capilano University student of post-graduate Business Management Program.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education**

|  |  |
| --- | --- |
| * **Capilano University**, North Vancouver, B.C., North American Business Management Applied Post Baccalaureate
 |  Completion: 2021  |
| * **Sakhalin Regional In-service Teachers’ Training Institution**, English Language teacher, Yuzhno-Sakhalinsk, Russia
 |  Aug. 2005  |
| * **Sakhalin State University**, Russian Language and Literature teacher, Yuzhno-Sakhalinsk, Russia
 | Aug. 1999 |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Administrative Work Experience**

|  |  |
| --- | --- |
| Sakhalin Energy Investment Company Ltd., Sakhalin International School, Yuzhno-Sakhalinsk, Russia | Feb. 2006 – Nov. 2011 |
| * **Administrative assistant**
 |  |
| * Provided comprehensive administrative support for over 200 international school students by ensuring excellent interactions with students, parents, teachers and others.
* Effectively managed school administration by supporting international students and staff with spoken and written communications to another language environment.
* Maintained reception area skilfully by answering phone calls, meeting and greeting visitors, working with PC, scanning, photocopying, printing etc.
* Provided Head teacher personal administration by planning and coordinating his working day in Microsoft Outlook program and helping with translation.
* Developed and maintained administrative process by achieving organizational objectives and improving accuracy and efficiency.
* Demonstrated excellent communication and customer service skills by providing high level of service and excellent school image.
 |
| IoCa Support Services Company, Yuzhno-Sakhalinsk, Russia* **Administrator**
 | Sep. 2005 – Jan. 2006 |
| * Provided excellent general administrative support at Restaurant, Recreation Centre and Swimming Pool by ensuring excellent interactions to visitors, guests, residents, staff and others.,
* Managed effectively Restaurant’s, Recreation Centre’s and Swimming Pool’s Reception areas by helping and supporting international visitors with spoken and written communications to another language environment.
* Demonstrated excellent communication and customer service skills by listening to visitors, answering their questions and helping them personally or by the phone.
* Provided accurate service by maintaining personnel registration of visitors.
* Developed and maintained administrative process by achieving organizational objectives and improving accuracy and efficiency.
* Provided excellent attentive service by supporting and helping other teams members.
 |
| **Evgenia Kim**North Vancouver, B.C. V7G 1Z6778 302 1882 evgenyakim7@gmail.com**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Other Work Experience**  |
| Sakhalin Energy Investment Company Ltd., Sakhalin International School, Yuzhno-Sakhalinsk, Russia* **Russian as Additional and Mother Tongue Language Teacher**
 | Feb. 2006 – Dec. 2019 |
| * Motivated and managed successfully over 150 international students of 8 classes ages 4-13 years by providing efficient and appropriate learning.
* Provided contemporary learning by using modern communicative techniques and independently creating and developing lessons plans.
 |
| Mediterranean Informational Agency «Islands», Yuzhno-Sakhalinsk, Russia* **News editor**
 | Sep. 2004 – Sep. 2005 |
| * Effectively supervised and supported about 30 journalists of the Sakhalin region by collaborating and cooperating in person and over the phone in order to publish each news story.
* Provided updated news for the subscribers of the agency twice a day by checking and correcting all news in a news feed.
 |
| Secondary Schools #10 and #9 of Yuzhno-Sakhalinsk City, Russia* **Russian Language and Literature teacher**
 | Aug. 1999 – Aug. 2004 |
| * Motivated and managed successfully over 180 secondary school students ages 10-13 years in each school by providing efficient and sustainable learning.
* Ensured high level of students’ academic performance by effectively implementing and developing Russian language and Literature programs.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Certifications** |
| * Microsoft Office
* Adobe Photoshop
* Personal Assistant
* Teaching EAL students in mainstream classroom
* Russian as a Foreign Language, Language Link, Mosсow
* University Pathway Program, ILAC, Vancouver
 | Dec. 2006Oct. 2007Sep. 2008May 2011Aug. 2012Aug. 2018 |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Languages**English, Russian, Korean (Listening, Reading, Writing) |