**Evgenia Kim**

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**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.

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**Education**

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| * **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 |

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**Administrative Work Experience**

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| 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. | |
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| 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. 2006  Oct. 2007  Sep. 2008  May 2011  Aug. 2012  Aug. 2018 |
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