

Maria- Mihaela VASIUTINA (Ba, ACIL, AAL)

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Personal statement

3 Years experience in teaching young adults and adults a foreign language. Performing all the tasks from lesson planing to participating in workshops and cultural events. Have committed over 5 years to the Accounting Firm that I am currently working at and vastly improved their efficiency. Currently doing my Master's Degree in English Language and Literature at Westminster University. I have worked for the second most popular news portal from the Republic of Moldova and the state-owned national radio-TV broadcaster.

Language Skills

- Romanian: Native Language
- Russian: Native Language
- English: Advanced (Cambridge English: Advanced (CAE) – 203/210)
- Korean: Basic (Korean Level 1)

Area of Expertise

- Payroll via Xero, Quickbooks, HMRC and Moneysoft Payroll
- Corporation Tax and Accounts via Xero and HMRC
- Teacher of Foreign Languages
- Editor
- Translator

Employment History

Senior Payroll Manager and Accountant, Taxpedia LTD

(September 2018 – Present)

Responsibilities:

- Active communication with clients
- Providing clients with information and financial documents, as well as creating Profit and Loss Accounts
- Auditing accounts
- Performing RTI, CIS, Company House and Corporation Tax submissions via HMRC portal, Moneysoft Payroll and Xero
- Reconcile all monthly transactions, both income and expenses, of over 40 companies
- Administer monthly Payroll and Pension of over 50 companies with over 400 employees and subcontractors, including temporary workers and provide contracts and collect necessary documents
- Performing Bank Reconciliation and Self Assessment submissions for Self Employed Individuals
- Assist other employees with their daily tasks within my competence and ability

Volunteer Beginner Korean Teacher, Center for Korean Language and Culture at Free International University of Moldova

(September 2015 - May 2018)

Responsibilities:

- Create lesson plan for the semester for beginner learners
- Teaching speaking, listening, reading and writing

- Material & resource creation, utilising the internet
- Teach Korean grammar and run workshops with other volunteers
- Classroom management

Translator and News Editor, General Media Group, the Republic of Moldova

(March 2017 – July 2018)

Responsibilities:

- Translated local news from the Republic of Moldova into English
- Worked in various fields, such as politics, economy, social, public health etc.
- Assisted our edit-in-chief with ensuring quality control
- Edited news for spelling, punctuation and grammar
- Managed the portal's social media pages
- Undertake administrative tasks to support other departments
- Used tradition and digital tools, such as CAT, Microsoft Word and Excel

Internship, TeleRadio-Moldova.

(November 2016 – February 2017)

Responsibilities:

- Translate from English into Romanian scripts
- Ensure that the sentences have similar length so that dubbing respects the timeframe
- Assist the dubbing process at the studio

Education

The TEFL Academy

(February 2024 – May 2024)

Level 5 Teaching English as a Foreign Language Course

University of Westminster

(September 2022 – September 2024)

English Language and Literature MA

The AAT Certificate in Accounting

(April 2019 – June 2019)

Free International University of Moldova (BA)

(September 2014 – June 2017)

Humanities, Faculty of Modern Languages, English-Korean Translation and Interpretation

Hanyang University

(February 2016 – July 2016)

Korean Language and Literature Level 1 (Diploma)

Nicolae Iorga Lyceum

(September 2002 – June 2014)

Baccalaureate in Mathematics, English Language, Romanian Language and Geography.