Olga Shumilova(Drake)

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Work experience

Rosnou (Russian New University)

Russian language teacher (Sep 2014-June 2016)

I worked with students from different countries such as China, Vietnam, Korea, Afghanistan, Holland, Turkmenistan, Spain, Brazil etc. I taught Russian language to them and prepared them to pass exam.

Anhuj Foreign Language University Sep 2016 — June 2017

Russian language teacher

I taught different groups of students. I managed different student leaders and organized extracurricular activities.

Affordable Conveyancing Services January 2017 — January 2018

Receptionist

I answered the phone, maintained office and meeting rooms, scanned, printed and photocopied documents, made letters using Microsoft office and other administrative programs, did banking for the business, etc.

Victorian School of Languages Feb 2018 — March 2021

Russian Language teacher

I taught students between the years 4-5, planed lessons and the syllabus of the course and organized entertainment for the children such as concerts and poetry readings.

Nelson Park School (special school for students with mild intellectual disabilities) – March 2021-Dec 2021

Education support teacher

Duties: worked with students with mild intellectual disability. I modified and simplified student tasks depending on their disability (autism, ADHD), worked with students with challenging behavior and assisted teachers in learning environment.

Woree Primary School – February 2022- Present

Duties: assisted teachers with classroom activities, helped children to catch up, prepared and conducted Spelling Mastery classes, entered and analyzed data.

Qualifications

Russian Language Teacher

Administrator

Education Support

Education

Russian language teacher Sep 2018 — June 2013

Moscow State Pedagogical University

PhD 2015-2016 (withdraw)

Rosnou (Moscow)

Certificate 3 in Business Administration Nov 2018- Nov 2019. Foundation Education

Certificate 4 in Education Support June 2020-April 2021

Mandatory reporting Training - Feb 2021

First Aid Training – Dec 2020

Anaphylaxis Training – May 2021

References

Karen Garner (supervisor at Nelson Park School) 0425828392

Maria Maina (colleague at Victorian School of Languages) 0402485038

Elizabet Dobson (trainer at Bellarine Community and Training Hub) 0432565247