

Ola Pokolenczuk

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PROFILE

I am a graduate of the University of Toronto, soon to be a qualified EFL Teacher. My professional and volunteer experience has always led me in the direction of teaching others. Whether it has been teaching friends and students how to properly write an essay or leading a class in a discussion on the upcoming holidays and why they're celebrated. I've always had a creative mind, spending a lot of my free time reading and writing, in hopes of honing my skills to become a better teacher and hopefully, one day, a published author. I work well independently but always prefer to work in a team because I find it to be a more rewarding experience. I love making a difference in my student's lives and strive to always improve my teaching skills further to contribute to the success of my students and the school.

EDUCATION

University of Toronto

September 2016 - April 2022

Honours Bachelor of Arts in *Criminology* and *Professional Writing and Communications*

Minor in *English*

TEFL QUALIFICATIONS

2022 Qualifi Level 5 Diploma in Teaching English as a Foreign Language (168 hours)— The TEFL Academy

April 2023

- ❖ Ofqual regulated Level 5 qualification, DEAC approved
- ❖ Lesson planning, Classroom Management, Teaching vocabulary and pronunciation, Teaching receptive and productive skills, Teaching grammar, Materials development for face-to-face and online lessons, Assessed lesson content for A1-C2 level students.

2022 Teaching Young Learners (TEFL) (30hrs)- The TEFL Academy

- ❖ Accredited short course specializing in teaching young learners.

RELEVANT EXPERIENCE

Teaching Assistant — *St Demetrius Orthodox Church*

September 2013 - June 2016

- ❖ Collaborated with lead teachers to create and implement age-appropriate lesson plans for children aged 4-6, incorporating both educational and spiritual elements.
- ❖ Provided one-on-one support to students with varying needs, adapting teaching strategies to accommodate different learning styles.
- ❖ Organized and facilitated creative activities, including crafts, storytelling, and interactive games, to reinforce biblical teachings and moral values.
- ❖ Implemented effective classroom management techniques, ensuring a safe and respectful learning environment for all children.
- ❖ Collaborated with parents to provide regular updates on children's progress and address any concerns

Private English Tutor

October 2019 - June 2021

- ❖ Tailored lesson plans to individual student needs, effectively teaching students of different ages and proficiency levels.
- ❖ Focused on developing reading and writing skills, with specialization in grammar, vocabulary expansion, and essay writing.
- ❖ Developed and implemented engaging lesson plans, incorporating multimedia resources, interactive activities, and real-life scenarios to enhance comprehension and retention.
- ❖ Provided constructive feedback and regular assessments to update parents on student progress.

EMPLOYMENT

Administrative Assistant — *Southdown Chiropractic*

January 2021 - PRESENT

- ❖ Managed front desk operations, serving as the first point of contact for clients and visitors.
- ❖ Keen attention to detail when inputting data, managing patient records, and scheduling appointments to ensure accuracy and avoid errors.
- ❖ Was able to handle unexpected situations, change priorities and still uphold a welcoming and comfortable environment.
- ❖ Provided relief reception, uploaded referrals, registered patients, and scheduled appointments for a busy clinic.

Freelance Copy-Editor

February 2018 - Present

- ❖ Provided freelance copy-editing services for clients with various written materials including articles, reports, website content, and short stories.
- ❖ Ensured consistency in style, grammar, spelling, punctuation, and formatting according to established guidelines and contracted requirements.
- ❖ Checked references and citations for accuracy and consistency throughout the work.
- ❖ Collaborated with authors to clarify changes and resolve any discrepancies or disagreements.

HOBBIES & INTERESTS

Ever since I was young, I had an overactive imagination that began to spill out onto paper as soon as I learned how to write. I love writing stories and reading. I used to be very reserved as a child, but over my time in university, I managed to open my shell a bit and realized I am a very social person. I love talking to people and hearing their stories. I've started to travel more and so far have managed to make a friendly connection in each place I have visited. It's become a goal of mine to travel to a new country at least once a year so I can continue to experience all the world has to offer. I am an editor and have self-published a book of short stories, hoping that one day I'll be able to get officially published as a fiction author. I enjoy walking, and listening to music, and am currently attempting to learn a fourth language.

PERSONAL DETAILS

D.O.B: November 18th, 1998

Nationality: Canadian

Languages: English, Polish & Ukrainian

REFERENCES AVAILABLE UPON REQUEST