






# HELEN MARCHENKO

## EXECUTIVE ASSISTANT/INTERPRETER/ TRANSLATOR

### CONTACTS

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### OBJECTIVE

Enthusiastic and experience Executive Assistant, bringing forth and impressive background serving as a source of critical support for Executive Management Leaders. Adept at maintaining accurate schedules, travel arrangements, filing system, interpretation/translation, coordination events. Committed to utilize my organizational skills to provide optimal support to busy executives.

### EDUCATION

Pedagogical College#1, 2004, Kyiv, Ukraine  
Bachelor in Education – A teacher of English  
Kyiv National Linguistic University, 2007, Kyiv, Ukraine  
Specialist in Philology – English Language

### WORK EXPERIENCE

#### Management Assistant | The Deutsche Gesellschaft für Internationale Zusammenarbeit GmbH (GIZ)

Jan 22–April 22, Kyiv

Providing administrative support to the management team, including translation

#### Translator/Interpreter | Canadian Police Mission in Ukraine

2019–2021, Kyiv

Providing oral consecutive, simultaneous interpretation services to the general CPMU staff during in-person seminars, trainings in Kyiv or field trips throughout Ukraine as well as in zoom meetings and workshops online, translation services while in office in Kyiv and coordination of the workflow during CPMU trainings.

#### Translator/Interpreter | International Criminal Investigative Training Assistance Program (ICITAP)

2018 – 2019, Kyiv

Providing oral consecutive, simultaneous interpretation and written translation services during meetings, workshops, trainings, international conferences.

#### Freelance Interpreter

2015 -2016, 2018, Poltava, Kyiv, East of Ukraine, Lviv

Interpretation services for the following projects:

GIZ - Foreign direct investments; ICITAP and Agriteam - National Police reform - Interpretation for American and Canadian Tactical Police Instructors; PTAP – Bike Patrol Trainings for local Police Officers; TRACECA - Traffic Police data base project - Interpretation for Serbian Specialists; UNDP (Environment protection); DRC - Legal conference concerning rights of Internally Displaced Persons; PEPFAR – HIV/AIDS – Visiting hospitals in the East of Ukraine; EUAM – Police Tactical Courses; Intergovernmental Ukrainian-UAE Joint Commission on Trade and Economic Cooperation – Interpretation during working group.

#### Translator/Interpreter | Canadian Police Mission in Ukraine

2016 -Dec 2017, Kyiv

## SKILLS

Good customer service skills & multitasking skills; excellent interpretation skills; good written and excellent spoken communication skills; Proficient in MS Office (Word, Power Point etc.) and social networking; accuracy and attention to detail; excellent administration and organizational skills; flexible and adaptable approach to work; the ability to use my own initiative and be

### LANGUAGES:

Ukrainian – native  
Russian -fluent  
English – fluent  
German – B1

## ADDITIONAL INFORMATION

### VOLUNTEER EXPERIENCE:

2022 –present - Interpreter at Malteser Medical Practice (Offenbach): Interpreting for Ukrainian patients without insurance

2015 – Volunteer at the Dog Shelter “Sirius”

2011-2014 -Volunteer at Children’s hospital Okhmadyt, Toxicology Center, Kyiv: Organizing leisure time for children; Communication with children and their parents; Fundraising; Engaging parents and children in different events; Posting information about children on social media.

2008 - Volunteer at Charity Fund “Yedinstvennaya”:

Assistance at charity exhibitions; Assistance in organizing summer and winter camps for orphans; Visiting orphanages and taking part in social work with children there.

2006 - Volunteer at IOM (International Organization for Migration):

Assistance in preparing and spreading informational literature and video (books, brochures, posters); Assistance and participation in social campaigns; Participation in Anti-human trafficking trainings.

### INTERESTS:

Fond of music (singing), ballroom dancing, figure skating, travelling.

Oral interpretation: from English to Ukrainian and Ukrainian to English during classroom trainings; meetings, working groups and visits to various locations throughout Ukraine; Written translation: from English to Ukrainian and Ukrainian to English for PowerPoint slide presentations, lesson plans, correspondence, and any other material deemed necessary by the CPMU members; Cooperation in terms of interpretation with European colleagues from EUAM, OSCE, UNDP; coordination of the events.

### Administrative Experience

#### Executive Assistant to CEO | Jahn & Jensen Group

2012 - 2014, Kyiv

All necessary admin support to CEO; Travel arrangements for CEO; Organizing & coordinating events for foreign partners and guests; Translating and interpreting; Recruiting and staffing; Employment and compliance to regulatory concerns regarding employees; Employee orientation and adaptation; Employee relations; Coordinating and managing staff events; Managing kitchen staff; Coordinating corporate mobile telephony.

#### Executive Assistant to Hotel Manager / HR Coordinator | Opera Hotel, 5star Boutique Hotel

2008 - 2012, Kyiv

Full administrative support to the Director; Handling travel arrangements for the Director; Translation and interpretation; Assistance at the meetings; Overseeing all the events, activities and operations in a hotel; Following up all with all HODs regarding fulfillment of the tasks; Handling client’s complaints and personal issues; Assisting the hotel manager in ensuring the security of the guests and the entire hotel or hotel department; Preparing and posting job advertisements, screening applications, arranging interviews, participating in selection process, and administering pre-employment tests as required; Coordinating in volunteer and staff training events or programs and recommending resources, as needed; Administering and monitoring new hire orientation programs under supervision of Training Manager; Interacting with and supplying information to employees, department heads, and job applicants.

#### Office Assistant | Pragma | USAID

2007 – 2008, Kyiv

Administrative support to the office; Assistance in planning and organizing conferences, seminars, "round tables".

#### English Teacher | Secondary school 227

2002 – 2007, Kyiv

Instructional planning; Preparing and selecting instructional materials; Reviewing and evaluating students’ work; Communicating and conferring with students, parents, staff, and administrators; providing leadership and supervision of student activities and organizations; supervising students both inside and outside the classroom; engage students in their own learning and progress; collect classroom data on student achievement.