

## RESUME

**Oxana Kachan**

<b>The date of birth:</b>	June 20, 1979
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### Education:

№	Название института	Дата обучения	Специальность, квалификация
1	Академия Иностранных Языков Шымкент. Казахстан (диплом с отличием)	1997-2001	Филолог-исследователь, преподаватель английского языка
2	Американский Университет в г. Гирне Гирне, Кипр	2005-2007	Магистр гуманитарных наук
3	АО «Университет КАЗГЮУ» Астана, Казахстан	2011-2013	Магистр юридических наук
	«Университет КАЗГЮУ» им. М.С. Нарикбаева	2018-till now	Магистр переводческого дела

### Expearence:

№	The place of work	Position	The date started	The date finished	Duties
1	JS “KAZGUU University”	Senior teacher	September 2009	Till this moment	- Teaching “General English”, Academic English”, “English for specific purposes” to students of the following specialties: “International Law”, “Jurisprudence”, “Finance”, “Management”, “Psychology” (Bd) and “International Legal English”, “Traslation” (Md) - Translating differents instruments and lecturers
2	“MIRAS” University Shymkent, Kazakhstan	Senior teacher of English	September, 2005	June, 2009	- Teaching “General English”, “Legixology”, “Theory of Grammar”, “Trasnaltion” to students of the following specialty: “Foreign Languages”
3	LLC «Astana-Motors in Shymkent»	Translator	June, 2005	August, 2005	- Trasnlation of technical arrangements (documents) and manuals relating to different cars: “BMW”, “Toyota”, “Nissan”
4	LLC “SAPSAN”	Translator	June, 2004	May, 2005	- Translation of bid documents, technical instruments relating to a fire system - Interpreter of Executive Director
5	“MIRAS” University Shymkent, Kazakhstan	Senior teacher of English	September, 2001	June, 2004	- Teaching different disciplines: “General English”, “Legixology”, “Theory of Grammar”, “Trasnaltion” to students of the following specialty: “Foreign Languages”

**Professional skills:** I have a great experience on teaching and translation

**Language knowledge:** Russian (mother tongue), English (freely), German (understand, A2)

**Computer skills:** Microsoft Word, Excel, Power Point

**Personal characteristics:** a responsible, communicative, motivated, ambitious and dedicated person