**Zalota Dmytro**

**Zaporizhia , Ukraine**

**supercareernow@ukr.net**

Personal statement

A conscientious and professional employee, I have certain experience living and studying in usa-almost for 3 years, have been learning English with tutor weekly prior to that from 1st to 9th grade, looking urgently for decent job, telecommute, or and very preferably – abroad, relocation, will provide utmost diligency, no bad habits nor felonies.

Key Skills

* **Proficiency in Microsoft Office, including Excel, Word and PowerPoint**
* **Excellent communication skills**
* **Hard working, amicable, creative, unique, unordinary, wide-minded**, **intelligent.**

Employment History

Technical Support Manager, ‘Element 5” IT company , Zaporizhia, Ukraine

(August 2006–March 2007t)

Achievements and responsibilities:

* Solving rather complicated software-related questions via internet with abroad customers
* Offering best solutions to the clients virtually in English
* As the result I have broadened my professional horizons improved technical knowledge, increased working pace and life-outlook overall!

Ukrainian-English-Russian Translator, Freelancer, Copywriter, Rewriter, Writer – Many different companies, part time, remote, temporary jobs online – 2007-2015

**Achievements and responsibilities:**

* **Writing, revising, checking, creating, proofreading, transcribing many various creative texts, advertisements, seo projects, etc.**
* **I have taken my written, language skills to the new level, updated my professional boundaries, became more flexible, creative and wide-minded during the process!!**

Education

* Zaporizhia High –School N 73,104

(1995 –2003)

* **Parker High School, Parker, Arizona – 2003-2004 – Mostly A’s and B’s**
* **North Crowley High School, Forth Worth Texas, - Mostly A and B grades**
* **Zaporozhia national technical University - 2006 -2010- Specialization – International Economic Relations**

Hobbies & Interests

**Creative, Wind-Minded, Unique things, writing, expressing myself, movies, poetry, philosophy, practical phycology, acting, travelling, business, management, self-improvements, soccer, boxing, weight-lifting, self-management, weight-lifting and so on all of this nature.**

References

**References are available upon request : Principal Honor roll documents from two USA schools plus recommendation letters from several teachers.**