

Maryna Zubkova

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Professional Profile

3rd-year Communications student is looking for a place of employment. Previously experienced working in the language tutoring and audit delivery services fields. Has proven strong communication and organizational skills, as well as a keen eye for detail. Committed to utilizing my skills to further the mission of the company.

Core Skills

- Customer service
- Target achievement
- Learning & development
- Networking

Education

- **Contemporary Communication, LCC International University, Klaipeda** | Sep 2020 - Dec 2024

Career Summary

May 2022 - Sep 2022

KPMG, Klaipeda, Lithuania
Intern in ADC(Audit Delivery Center)

Outline

Assisting to ADC team providing timely and accurate financial annual reports and support for leading companies.

Key Responsibilities

- Supporting the finance team with a range of duties such as working with JE, CSW, invoices, checking completeness, and annual reports in Excel or PDF format.
- Organizing a weekly team-building activities and challenges via online platforms for strengthens collaboration and avoids internal competition.

Sep 2021 - Apr 2022

EnglishDom language platform
English Tutor

Outline

Teaching English to B1 level adults class, delivering the full curriculum and preparing students for TOEFL, FCE exams as well as for daily usage.

Key Responsibilities

- Monitoring student progress against targets and implementing recovery plans for those who need them
- Creating a positive and fun classroom environment which encourages learning and student interaction

Additional

Hobbies & Interests

Public speaking , Volunteering, Sports team

Software

Word, PowerPoint, Excel, Microsoft office, Microsoft Teams, Slack, Skype, Outlook

Languages

English (advanced), Ukrainian (native), Russian (native), German (elementary), Lithuanian (elementary)