

# ELENA GOLOVKO

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**Email:** [my.mcr@outlook.com](mailto:my.mcr@outlook.com) | **GitHub:** <https://github.com/RusLena>

**Portfolio:** <https://ruslena.github.io/New-Portfolio/>

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## Summary

Experienced bilingual professional with a background in customer service and recent certification in Front-End Web Development from the edX Skills Bootcamp.

Highly organized, results-oriented, and adaptable to new environments. Skilled in developing applications and websites and possess a GitHub portfolio showcasing projects developed during coursework.

## Technical Skills

HTML5 | CSS3 | JavaScript | React JS | Node JS | Bootstrap | jQuery | Netlify | Git/GitHub | VS Code

## Soft Skills

Excellent cross-cultural communication skills | Problem-Solving | Attention to Detail | Adaptability | Team Collaboration | Time Management | Critical Thinking

## Projects

**GRAVILOG HOME WEB PAGE** | GitHub: <https://github.com/RusLena/gravilog-revamp> |

**Deployed:** <https://ruslena.github.io/gravilog-revamp/>

Summary: This project was completed as part of my internship at GraviLog. The goal was to design and develop a home page for the company website from the ground up using modern web development technologies.

Role: Sole Author

Tools: HTML5, CSS3, Bootstrap, Java Script

**PERSONAL WEBSITE** | GitHub: <https://github.com/RusLena/Diaries> |

**Deployed:** <https://g16-personal-website.netlify.app/>

Summary: The personal website aimed at helping users organize their daily routines and thoughts.

It includes pages for journaling, task management, shopping lists, exercise tracking, and food logging.

Role: Team project

Tools: HTML5, CSS3, Java Script, React, Bootstrap, Animate.css

**MEOW FINDER** | GitHub: <https://github.com/RusLena/meow-finder> |

**Deployed:** <https://ruslena.github.io/meow-finder/>

Summary: The application integrates with the Cat API Ninjas, featuring a carousel on the homepage displaying cat images and interactive modal forms with cat facts. The search page includes an intuitive search form and dropdown menu showcasing cat breeds. The catalogue page hosts a collection of cat profiles.

Role: Team Project

Tools: HTML5, CSS3, Bootstrap, JavaScript, jQuery

### **TEAM PROFILE GENERATOR | GitHub: <https://github.com/RusLena/TeamGen-OOP>**

Summary: The application generates an HTML webpage displaying basic employee information. Users enter details for the team manager, engineers, and interns, which are then compiled into an HTML page.

Role: Sole author

Tools: Node, Inquirer, Jest, Java Script, CSS3

### **CITY WEATHER | GitHub: <https://github.com/RusLena/City-Weather> | Deployed: <https://ruslena.github.io/City-Weather/>**

Summary: City Weather application offers real-time weather info and a 5-day forecast for cities worldwide. Features include city search via API, local storage for search history, quick-access buttons for past searches, and a dynamic user interface

Role: Sole author

Tools: HTML5, Java Script, CSS3

## **Experience**

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### **VIRTUAL FRONTEND WEB DEVELOPMENT INTERN - 07/2024 - 09/2024**

#### **Gravilog – UAE (via Virtual Internships Program)**

- Conducted market research on nutrition competitors to identify service offerings and trends.
- Developed a comprehensive subscription and pricing plan to enhance customer engagement.
- Revamped the company website by designing a new homepage, improving user experience and visual appeal.

### **FREELANCE COMMUNITY INTERPRETER - 2011- Present time (12 Years)**

#### **OnCall Interpreters & Translators Ltd, Clear Voice Ltd, M4 Translations MCC**

- Successfully facilitated communication for individuals with limited English proficiency in diverse settings, including medical, legal, and educational environments.
- Delivered high-quality telephone and video interpreting services, maintaining strong client satisfaction and positive feedback.
- Efficiently managed a dynamic work schedule to meet tight deadlines across various interpreting assignments.

### **CASUAL BILINGUAL TEACHING ASSISTANT - 2019 - 2023**

#### **Ethnic Diversity Service - Stockport Council**

- Assisted non-English speaking pupils to effectively integrate into the school system.
- Developed and implemented tailored learning plans, contributing to significant improvements in pupil language proficiency.
- Provided detailed and regular feedback on pupil achievements, progress, and areas needing improvement.
- Collaborated with teachers to create and maintain an inclusive and supportive learning environment.

## **Education**

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- 2024 Front-End Web Development Certificate, edX Skills Bootcamp
- 2022 Public Service Interpreting - Criminal Justice, Level 4, Cardiff University
- 2016 Community Interpreter Level 2, MAES
- 2010 English Level 2, Bury College
- 1998 BS in Psychology, MPSI, Kyrgyzstan