ALINA TELYCHKO

WEB DEVELOPER

I have a strong interest in software development and a keen desire to enhance my skills in the field. I am ready to actively explore new technologies and embrace challenges to achieve success in my professional growth.

PERSONAL SKILLS

Languages:
English (C1)
German (B1),
Ukrainian

Technical skills:
JavaScript, HTML, CSS
Express.js, Node.js, Mongo DB
React.js, Bootstrap, Java

Communication and teamwork skills
- Seamless teamwork within diverse groups to achieve shared objectives.
- Flexibility in handling changing project requirements and team dynamics.
- Contributing to collaborative problem-solving and brainstorming sessions.
- Prioritising tasks effectively to ensure timely completion.

CONTACT INFORMATION:

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c/o Wenzel

WORK EXPERIENCE

Founder and CEO

Mathwise Company, Ukraine
(May 2020 - May 2022)

- Founded and established Mathwise, a specialized company offering comprehensive preparation for university entry exams in mathematics.
- Developed and implemented tailored courses and private lessons to equip students with the skills and knowledge necessary for success in mathematics exams.
- Managed a team of dedicated professionals to ensure the delivery of high-quality educational services.
- Collaborated with students, parents, and educational institutions to understand unique learning needs and tailor programs accordingly.
- Successfully positioned Mathwise as a trusted resource for mathematics exam preparation.
- Oversaw all aspects of business operations, including curriculum development, instructor training, and client relations.
- Conducted continuous market analysis to stay abreast of industry trends and refine offerings to meet evolving student needs.
- Fostered a positive and motivating learning environment for both students and staff.

Shop Assistant

MSC Cruises
(December 2018 - March 2020)

- Receiving, unpacking and arranging new shipments from suppliers and vendors
- Arranging and labelling goods in the display shelves
- Assisting customers in finding the products they're looking for
- Processing customer payments at the checkout point/till
- Addressing customer complaints and inquiries
- Performing periodic price audits to resolve price discrepancies
- Collaborating with other team members to keep the sales floor area clean and organised at all times

Private Math Tutor

Self-Employed
(January 2018 - December 2018)

- Conducted one-on-one math tutoring sessions
- Developed and implemented personalised lesson plans to address students' strengths and weaknesses.
- Clarified complex mathematical concepts, fostering a deeper understanding among students.
- Monitored and assessed student progress through regular evaluations and practice exercises.
- Successfully assisted students in improving grades and overall mathematical proficiency.
- Collaborated with parents to provide feedback on student performance and discuss areas for improvement.
- Managed administrative tasks, including scheduling, invoicing, and maintaining accurate records.

Asst. Purser & Receptionist & Sloop Shop Coordinator

MV Royal Clipper (Star Clippers) - ship
(September-December 2017)

- Check-In & Check-Out.
- Deal with complaints and problems
- Answering phones and dealing with initial enquiries
- Receiving invoices and prepare the documentations for payments
- Providing reports for the management
- Communicate with housekeeping and maintenance staff to ensure that great quality service is provided to guests
- Provide support to administration staff
- Supplied key cards and building access to crew and guests.
- Maintain health and safety procedures including fire drills and evacuations
- Assistance with Immigration and Custom clearance.
- Assistance with all crew sign on and off documentation.
- Taking care of Sloop Shop on board: loading, inventory, sales ets.

Receptionist & Night Auditor

MS Thomson Majesty (Celestial Cruises)
(January – August 2017)

- Check-In & Check-Out.
- Welcoming guests.
- Dealing with all enquiries in a professional and courteous manner, in person, on the telephone or via e-mail.
- Receive, sort, and distribute mail.
- General administrative support; preparing letters and documents.
- Order, receive, and maintain office supplies.
- Foreign currency exchange.
- Coordinate customer payments and billing, cash collections.
- Sort Lost & Found
- Maintain health and safety procedures including fire drills and evacuations
- Providing reports for the management
- Preparing letters & documents to the guests

Private Math Tutor

Self-Employed
(December 2015 - December 2017)

- Conducted one-on-one math tutoring sessions
- Developed and implemented personalised lesson plans to address students' strengths and weaknesses.
- Clarified complex mathematical concepts, fostering a deeper understanding among students.
- Monitored and assessed student progress through regular evaluations and practice exercises.
- Successfully assisted students in improving grades and overall mathematical proficiency.
- Collaborated with parents to provide feedback on student performance and discuss areas for improvement.
- Managed administrative tasks, including scheduling, invoicing, and maintaining accurate records.

Receptionist

MV Aegean Paradise (Miray International) - ship
(June 2015 – October 2015)

- Check-In/Check-Out.
- Answer incoming calls.
- Handle and redirect customer queries.
- Take and distribute messages.
- Manage all visitors
- Organize incoming and outgoing mail.
- Prepare letters and documents.
- Maintain a professional reception area.
- Creating, processing and distributing all staff and guests identity cards.