

# YULIA OKHOTNIKOVA

LANGUAGE INSTRUCTOR

FRENCH ♥ RUSSIAN LANGUAGES



## PROFILE

📖 Learn 🗣️ Practice and ❤️ Love the French & Russian languages  
Certified Tutor and native speaker of Russian Language with 3+ years of experience. Dynamic and result-oriented professional offering client-oriented approach to teaching French and Russian.

## CONTACT

TELEGRAM: @Yulia\_O21

Website:

<http://oxotnikova.com/businessfrench>

EMAIL:

[languagebistro22@gmail.com](mailto:languagebistro22@gmail.com)

## COMPUTER SKILLS

Zoom, Skype  
Create Power Point Presentations  
Miro, Microsoft Office.

## INTERESTS

Interest in online education & digital technologies  
Passionate about learning languages and cultures

## LANGUAGES

English and French (spoken and written), Russian

## PROFESSIONAL SKILLS

### Teacher of French Language and Russian language for foreigners

Teach teens and adults the proper way of speaking and writing in the Russian language and help them develop a deep understanding of grammar, punctuation, spelling, vocabulary and sentence structure. Plan and conduct Russian language lessons for beginners and advanced. Provide personal feedback. Monitor student progress. Coordinate student activities.

**Administrator Online School** Manage day-to-day administrative functions and secretarial tasks including administrative support to Students, invoicing, reporting, presentation preparation. Update the Company's intranet pages. Social networking  
Coordinate logistics for special professional and social occasions. Database administrative management.

**ACHIEVEMENTS** In the performance of my professional duties, I was considered a person with a strong work ethic, great integrity, concern for quality and sensitivity to cultural differences.

## WORK EXPERIENCE

### Freelancer, Montreal, Teacher Russian as a foreign language

2021–present Tutor <http://languagebistro.ca/>

### Russian school Gramota, Montreal, Internship Administrator

2022

## EDUCATION

### Moscow State University

2001 - 2002

Master's degree in business administration (Franco-Russe Program)  
Courses Business English and Business French

### Kuban State University

1993 - 1998

Bachelor of Administration

## CERTIFICATES

### MGU-Russian Language Centre

Certificate Methods of Teaching Russian as a foreign language (2021)  
Title Teacher Russian as a foreign language

### McGill University

Certificate Proficiency in English (2013)

## SOFT SKILLS

Patience. Interpersonal Skills. Problem Solving. Enthusiastic.  
Multitasking. Flexible/Adaptable. Communication. Organization