

VIKTORIIA DIDENKO

Educational Assistant

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Summary

Dedicated educational professional with a PhD in History and Cultural Anthropology, bringing over 10 years of experience in teaching, administration, and talent acquisition. Passionate about fostering academic growth and well-being through the creation of inclusive and supportive learning environments. Proven ability to manage diverse teams, implement effective instructional techniques, and conduct in-depth research. Skilled in stakeholder management, communication, and providing tailored support to help students overcome challenges and achieve their full potential. Eager to apply my expertise and enthusiasm to advance educational outcomes and support student success.

Skills

Classroom Management • Inclusivity and Diversity Awareness • Research and Analysis • Microsoft office suite • Negotiation skills • Stakeholder Management • Team Leadership

Relevant Experience

Tescom Co	Goyang, South Korea
Business English Teacher	05/2015 - 10/2016
<ul style="list-style-type: none">Increased language skills improvement by 15% by implementing effective teaching methods for non-English speakersUtilized diverse instructional techniques including case studies, role-plays, and authentic materialsDesigned and delivered tailored workshops on negotiation skills, presentation skills, and cross-cultural communicationCoordinated 3 exams by assisting with planning and execution processesEvaluated student assignments and provided constructive feedbackImproved student performance by 15% by evaluating assignments and providing constructive feedback	
Helen Doron Educational Group	Kyiv, Ukraine
Administrative Manager	09/2010 - 04/2015
<ul style="list-style-type: none">Led a 10-person team, ensuring smooth front desk operations and administrative efficiencySourced and screened applicants, arranged interviews to support recruitment initiativesTrained and mentored junior staff, enhancing team skills and performanceIncreased client satisfaction by 20% by handling complaints and inquiriesEnsured information accuracy for 1 corporate website and 3 social media platforms by maintaining and updating contentFostered positive work environment for 10 employees by managing disciplinary actions and grievances	

Education

Taras Shevchenko National University of Kyiv	Kyiv, Ukraine
Doctorate in Contemporary History and Cultural Anthropology	09/2004 - 04/2015

Additional Experience

Luxoft	Kyiv, Ukraine
Recruitment Researcher	03/2020 - 03/2024
<ul style="list-style-type: none">Enhanced candidate-placement success rate by 25% by conducting thorough screenings for organizational alignment and team fitCrafted comprehensive job descriptions, increasing application rates by 15%Utilized AI-powered tools (Mindmaster, ChatGPT) to enhance sourcing strategiesManaged stakeholder relationships at all levels	