

LYUBOV BORODINA
E-mail: borodina_lubov@yahoo.com

Employment

05/2006 – Present Freelance Translator, Editor, Technical Writer, and Tutor

Translated technical texts (from Russian and Ukrainian to English) in Health, Pharmacology, Electrical Engineering, Computer Science, Social Studies, Criminal and Civil Jurisdiction, Education, Creative Arts, Chemistry, Mathematics

Translated a 12-series movie (criminal life, from Russian to English)

Edited and assisted in writing grant proposals, technical and research papers, patents, business correspondence, press releases, dissertations, rebuttals, etc.

Taught English to beginner and intermediate students in private lessons, and prepared students for TOEFL and GRE exams in person and remotely, using self-designed materials

Developed study materials to teach listening/speaking and grammar to ESL students (work in progress)

09/2005 – 05/2006 ESL Lecturer, Stony Brook University Intensive English Center

Taught Reading/Writing to intermediate and high intermediate international students, Oral Communication and Elective Grammar to beginners, and Advanced Grammar to intermediate and advanced students

09/2003 – 08/2005 ESL Instructor, Ohio University Program of Intensive English (Athens, Ohio)

Taught intensive ESL to university-level (graduate and undergraduate) students with a variety of native languages and English levels

Worked as a pedagogical aide in the Reading laboratory

Conducted Language assessment, diagnostics, evaluation, and placement Graded English Speak Tests

Taught reading and vocabulary to low-level students

Taught advanced reading

Taught fluency class to non-EAP students from Chubu University, Japan

Taught Russian pronunciation to American students

09/2004 – 11/2004 ESL Supervisor for Ohio University Practicum, English for All (Athens, Ohio)

Supervised a group of Linguistics graduate students teaching a communication-based course for beginner and intermediate level adult International students
Assisted with developing curriculum and teaching materials

*09/2001 – 08/2003 Chief Methodologist in teaching English Phonetics to 1st year students,
A member of the Institute State Examination and Graduation Committee,
Senior Professor at the State Institute of Foreign Languages, Gorlovka, Ukraine*

Coordinated methodological seminars in Practical Phonetics in the department
Led the team of faculty responsible for students' individual work in Phonetics
Planned and led the work of the Department in Phonetics for 1st year students
Taught English Language courses (400-500 class hours per semester)
Voted on graduation examinations

06/1995 – 08/2001 Co-Founder, General Manager at a Private Sales Business, Gorlovka, Ukraine

Created a new private business from scratch and with no starting capital
Managed retail and wholesale of cosmetic goods
Supervised the work of 25 employees

12/1992 – 08/2001 Freelance Tutor, Editor, Technical Writer, and Translator

Taught English to students at variety of levels
Translated from English to Russian and from Russian and Ukrainian to English
technical articles in Physics, Health, Jurisdiction, and Creative Arts

*11/1992-12/1992 Interim Chair of the English Phonetics Department
at the State Institute of Foreign Languages, Gorlovka, Ukraine*

Directed work of the department in the absence of the Chair
Led department meetings and documented the work of the department
Participated in organizational meetings of the English Language School
Supervised the teaching process and observed classes taught by other faculty
Led behavioral and correctional work with failing students and their parents
Trained beginning professors
Had to leave my previous job due to an economic crisis in Ukraine and no pay

02/1990 – 05/1995 Senior Professor at the State Institute of Foreign Languages, Gorlovka, Ukraine

Taught English (400-500 class hours per semester)
Planned the work of the new Department of Translations
Organized, maintained, and supervised the video class/lab
Supervised students' internships at elementary and high schools
Organized and supervised extracurricular work for junior students
Provided educational materials for English Lab and study-room

09/1987 – 05/1989 *Technical Translator at the Donetsk Chamber of Commerce and Industry*

Performed freelance translations of technical writing

02/1982 – 02/1990 *Professor at the State Institute of Foreign Languages, Gorlovka, Ukraine*

Taught English (400-500 of class hours per semester)

Supervised students' internships at elementary and high schools

Organized and supervised extracurricular work for junior students

Prepared and passed postgraduate exams in Philosophy, Linguistics and German

Took minutes of the Chair meetings and seminars

09/1979 – 05/1980 *Assistant at Gorlovka Police Department of Juvenile Delinquency*

Volunteered to work with children on probation and their parents

Education

09/2003 – 05/2005 *Ohio University, Athens, OH*

M.A. in Linguistics /TESOL and TEFL certification

Received intensive accent-reduction instruction in American English

10/1990 – 12/1990 *University of Sheffield, England*

English Language Teaching and Methodology Program (Diploma)

09/1987 – 10/1987 *The University of Donetsk, Ukraine*

Refresher and Enhancement Courses

09/1986 – 12/1986 *Donetsk Polytechnic Institute, Gorlovka, Ukraine*

Computer Literacy Courses

09/1984 – 12/1984 *Kiev Institute of Foreign Languages, Ukraine*

Refresher and Enhancement Courses

09/1976 – 05/1981 *State Institute of Foreign Languages, Gorlovka, Ukraine*

5-year Specialist's Degree (M.A. Equivalent) in English and German Languages
(Group Leader)

09/1976 – 12/1978 *State Institute of Foreign Languages, Gorlovka, Ukraine*

Medical Education Courses (Certified Nurse)

Special Skills

Languages: English, Russian, Ukrainian; Intermediate German; Written French

Computers: Microsoft Office.

References

Available upon request