



CONTACT

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- Rzeszow, Poland

EDUCATION

Bachelor of Arts in English Language and Literature
University of Information Technology and Management in Rzeszów
2020-2023

SKILLS

- Strong sense of responsibility and reliability
- Effective time management and task prioritization
- Analytical thinking and problem-solving approach

LANGUAGES

- English (C1)
- Polish (C1)
- Ukrainian (native)
- Russian (C2)
- Spanish (A1)

ALINA KOLOMIEITSEVA

WORK EXPERIENCE

Feb 2021- Aug 2022

Full Job (Temporary Employment Agency)

Polish/Ukrainian/Russian Translator

- Translated employment contracts from Polish into Ukrainian and Russian for employees
- Provided interpretation between employers and employees
- Interpreted occupational health and safety training sessions and other meetings

Sep 2022-Mar 2023

Medair (International Humanitarian Organization)

Immigration Support Officer

- Provided assistance with residence and work permit legalization for foreign nationals
- Interpreted during hospital visits and administrative procedures
- Coordinated with international humanitarian organizations
- Managed and maintained the database
- Liaised with government authorities regarding immigration procedures

Mar 2023- present day

Médecins Sans Frontières (Doctors Without Borders)

Medical Administration and Patient Support Specialist

- Provided care and support to international patients
- Collaborated with international organizations, including the WHO
- Organized and conducted workshops for medical professionals
- Assisted with residence and work permit legalization for foreign nationals
- Managed patient databases and medical documentation
- Translated medical documentation from English into Ukrainian and Polish
- Prepared reports and maintained records
- Promoted the organization's mission and activities

Jul 2024- Sep 2024

ALMANIA Silk Clothing Online Store

Website Translator

- Delivered accurate and culturally adapted translations of product categories, listings, and descriptions from Polish into English.
- Ensured consistency in tone, terminology, and branding across all website content.
- Contributed to enhancing the store's accessibility for English-speaking customers.