



# Anastasiia Mykolenko

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## Education

College of Europe, Bruges, Belgium – LLM in European Law, 2016

The Yaroslav Mudryi National Law University, Ukraine – Master in International Law, 2016

The Yaroslav Mudryi National Law University, Ukraine – Bachelor in Law, 2015

## Experience

### **INTERNATIONAL VOLUNTEER (ENGLISH TUTOR), SESAME STREET ENGLISH, SHENZHEN, CHINA – 2016 - PRESENT**

Teaching English, organisation of cultural events, managing teaching plans, development of marketing materials and web solutions, liaison with international organisations

### **FREELANCE WRITER, E-COMMERCE AND ONLINE EDUCATION COMPANY "LIVINGSTON RESEARCH" 2016-PRESENT**

Conducting research on various topics, writing essays, abstracts, papers using different formatting styles, such as APA, MLA, Chicago, Harvard, communications with clients (mostly from USA and Canada) to better understand their needs

### **CUSTOMER SUPPORT REPRESENTATIVE, E-COMMERCE PLATFORM "UPCLICK", MONTREAL, CANADA (REMOTE JOB) – 2015 - 2016**

Assisting French and English-speaking customers with billing and technical questions, resolving customer complaints and requests via phone, email, calls, chats or social media

### **LEGAL INTERN, INTERNATIONAL LAW FIRM "ARZINGER", LVIV, UKRAINE – AUG 2014 - SEPT 2014**

Handling the tasks of providing administrative support for attorney administrators, audio typing legal documents for private clients, coordination and arrangement of meetings and diary schedules, review and analysis of large volumes of documentary evidence

### **INTERN, KHARKIV HUMAN RIGHTS GROUP, UKRAINE – SEP 2011 - DEC 2011**

Analysis of the international regulations regarding protection of human rights and case law of the international courts, participation in preparation of applications to the international human rights bodies, translation of legal texts English/French - Russian/Ukrainian

### **DIRECTOR FOR INSTITUTIONAL VISITS AND DELEGATIONS, NGO ELSA (EUROPEAN LAW STUDENTS ORGANISATION) UKRAINE – AUG 2013 - AUG 2014**

Conducting research delegation opportunities within organisations in which ELSA has a special status, updating the Delegations Handbook, coordination and cooperation with the

Academic Coordinators for Delegations, promotion Delegations to the Network, collecting reports from ELSA Delegations, preparation statistic about Institutional visits

**VICE-PRESIDENT FOR SEMINARS AND CONFERENCES, NGO ELSA KHARKIV, UKRAINE – AUG 2012- AUG 2013**

Coordination of ELSA Law Schools, local events and study visits, institutional visits, seminars, development of web pages and IT solutions, development and promotion the matching system for Study Visits, supporting the Network in improving the academic quality of Study Visits

**TRANSLATOR, TRANSLATION AGENCY "PALLADA", KHARKIV, UKRAINE – SEP 2013 - JAN 2014**

English-Ukrainian-English and French-Ukrainian-French translation

**LEGAL INTERN, KHARKIV REGIONAL STATE ADMINISTRATION, UKRAINE – JAN 2013 - APR 2014**

## Language Skills

Russian, Ukrainian - native

English - fluent

French- fluent

German - basic

Mandarin - basic

## Digital competence

Proficiency in the use of Microsoft and IOS Software packages, sound writing and copy editing skills, digital marketing expertise (content development).

## Certifications and activities

*Course "Energy Law and European energy politics", European Commission (DG Energy), Brussels, Belgium, Prof. C. Jones – FEB 2016 - MAR 2016*

*Certificate in Public Value, Politics and Public Management in the EU, Bucharest Summer University, Bucharest, Romania – AUG 2016*

*Certificat de fin de stage (Course attendance certificate), French language school, B2-C1 level, Enseignement supérieur privé "Accent français", Montpellier, France – AUG 2013*

*Certificate "Comparative Politics - The US political system", Course organised by Jason Lindsey Royce, Ph.D, St. Cloud University, MN  
Held in The Yaroslav Mudryi National Law University, Kharkiv, Ukraine – FEB 2013 - MAY 2013*

*Certificate on Mergers and Acquisition, ELSA Summer School, Istanbul, Turkey – JUN 2012 - JUL 2012*

*Certificate of participation in the EU Study Days*, education project initiated by The Delegation of the European Union to Ukraine, Dnipropetrovsk, Ukraine – APR 2015

## Volunteering

*Volunteer (translation, logistic management, UEFA EURO 2012, Ukraine – JUN 2012 - JUL 2012*

*Volunteer (translation, organisational management, 56th Annual Meeting of the International Association of Judges, Yalta, Ukraine – OCT 2013*

## Organised projects

*TEDx Conference, organiser, College of Europe, Bruges (Belgium) – APR 2016*

*International Seminar on Entertainment Law, Head of OC, ELSA Kharkiv, Ukraine – APR 2013*

*Annual local seminars on Human Rights, Head of OC, ELSA Kharkiv, Ukraine – 2013, 2014*

*National Council Meeting of ELSA, Head of OC, Kharkiv, Ukraine – 2014*

## References

Available upon request