



Europass Curriculum Vitae



Personal information

Olga Zervina

First name(s) / Surname(s)

1 Lomonosova Street, Riga, LV-1019 (Latvia)

Address(es)

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E-mail

Work experience

Dates

1 September 2013 – present

Occupation or position held

Lecturer of Linguistics Department

Main activities and responsibilities

English language teaching. General English, Logistic and IT English.
Teaching Course of Entrepreneurship and Career Management in English,
Marketing and E-Marketing

Name and address of employer Type of business or sector

Transport and Telecommunication Institute, Lomonosova 1, Riga,
Latvia Education

Dates	September 2003 – June 2016
Position	Training Manager
Main activities and responsibilities	<p>Arrange all stages of International Internships for students and young professionals. Teach them professional or general English so they can match program requirements.</p> <p>Countries of Internship: USA, UK.</p> <p>I am a representative of Cultural Homestay International US, Intrax US, YMCA US, AngloContinental Placements UK in Latvia for 10 years. These are international student organizations that focus on Professional internship and English language teaching.</p> <p>My main responsibility is to manage all the stages of Internship Programs for Logistic, Engineering, Management personnel:</p> <ul style="list-style-type: none"> - Professional selection of a proper Training Course content - Teach English to match the program requirements - Selection of the Personnel/Students for Training, writing individual Training Plans, CVs, Cover Letters - Develop Training strategies to meet the client's needs - Training Arrangements, Schedules - Prepare all Safety, Contract, Visa documentation if needed <p>I have developed Training Course „Career Management“. It is based on Oil and Gas industry careers and telling about different opportunities for young professionals. It is also focused on the detailed steps towards the career at Oil and Gas Industry. The course includes overview at personnel statistics, salary guide, age, gender dynamics.</p>
Name and address of employer	TTI InterConsulting, Ltd Riga, Latvia
Type of business or sector	Education
Dates	2000-2002
Occupation or position held	Olympic Solidarity Coordinator
Main activities and responsibilities	To coordinate the activity of Olympic Boxing, supervizing of all legal procedures for Olympic Boxing: international events, athletes accreditation.
Name and address of employer	Olympic Boxing Association - AIBA, Atlanta, GA, USA
Type of business or sector	Olympic Games
Dates	1999-2000
Occupation or position held	Researcher, Kennesaw State University, USA
Main activities and responsibilities	Grant for a scientific research „Atlanta Olympic Games 1996 – Olympics and Entrepreneurship“. My main goal was to find out the influence the Atlanta Olympic Games 1996 made on Entrepreneurship. As the result the survey was developed in the frames of Olympic Games Research 1996.
Name and address of employer	Kennesaw State University, Atlanta, GA,
Type of business or sector	USA Education
Dates	1995-1999
Occupation or position held	Technical English Language Lecturer
Main activities and responsibilities	To teach English language for students of Engineering, Computer and Management Departments. The focus was on technical terms and procedures.
Name and address of employer	Riga Aviation University, Riga, Latvia
Type of business or sector	Education
Education and training	
Dates	1994-1999
Title of qualification awarded	MBA, Economics

Name and type of organisation providing education and training Riga Aviation University, Riga Latvia

Title of qualification awarded BSc, Economics

Name and type of organisation providing education and training Riga Aviation University, Riga Latvia

Title of qualification awarded Bachelor of Philology, English Language
Name and type of organisation providing education and training Latvia State University, Riga Latvia
Foreign Languages Department

Dates 1998
Name and type of organisation providing education and training English as a Second Language
Training Course, Certificate
Bournemouth, UK

Professional Grants and Awards 1999-2000
Kennesaw State University, GA, USA
Grant for a scientific research „Atlanta Olympic Games 1996 – Olympics and Entrepreneurship”. My main goal was to find out the influence the Atlanta Olympic Games 1996 made on Entrepreneurship. As the result the survey was developed in the frames of Olympic Games Research.

Dates **July, 2014**
Name and type of organisation providing education and training Cambridge English Teacher, Professional Development Courses
Certificate
Course developed by the University of Cambridge ESOL, UK

Languages
English Fluent
Russian Native
French Intermediate