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Laguna Niguel, California

PROFESSIONAL SUMMARY

Admissions Advisor and education professional with experience in student advising, international education recruitment, and academic program coordination. Currently pursuing an MA in TESOL at Westcliff University. Director of a private language center with extensive experience in educational program management, cross-cultural communication, and student support.

SKILLS

Communication and interpersonal skills

Student advising and counseling

Administrative coordination

Microsoft Office (Excel, Word, PowerPoint)

Data entry and record management

Educational Events coordination

Educational program support/ LMS

Leadership and team collaboration

CERTIFICATIONS

- Google Certified Educator Level 1
- Creating Educational Videos
- International Representative LADO International Institute
- International Representative UP-SUDY, Poland Agency

LIUDMYLA MAKSYMENKO

EXPERIENCE

Admissions Advisor

Jan 2025 – Present

Westcliff University

Irvine, California

- Advise prospective students on academic programs, admission requirements, and enrollment procedures
- Guide applicants through the admissions process and support onboarding documentation
- Maintain communication with prospective students and provide program guidance
- Coordinate with university departments to ensure accurate enrollment records

Director

Jan 2013 – Present

Foreign Language Center "U.Linguist"

Uman, Ukraine

- Managed administrative operations including scheduling, budgeting, and facility coordination
- Supervised staff and supported curriculum planning for language programs
- Organized educational events and community outreach initiatives
- Developed marketing strategies that increased student enrollment

Assistant Teacher

Sep 2022 – Jan 2024

Monarch Bay Montessori Academy

Dana Point, California

- Supported teachers with classroom instruction and administrative tasks
- Maintained student records and prepared instructional materials
- Coordinated school meetings, parent conferences, and educational events

European Educational Recruiter

Aug 2014 – May 2022

UP-STUDY / Center of Polish Education

Kyiv, Ukraine

- Provided academic advising to students pursuing higher education opportunities in Poland
- Conducted language testing and application consultations
- Assisted students with university applications and admission documentation
- Participated in recruitment events promoting international education programs

Recruiter

Jun 2016 – Feb 2022

LADO International Institute

Washington, D.C.

- Promoted English language programs and participated in recruitment events.
- Assisted with administrative documentation and communication with hiring managers.

Volunteer Teacher Assistant

Sep 2022 – Jan 2023

Ukrainian School of Orange County

Dana Point, California

- Provided academic support to students in small groups.
- Assisted with organizing school events, field trips, and cultural activities.
- Supported teachers in classroom management and lesson preparation.

Volunteer

Jun 2022 – Aug 2022

Ukrainian Refugee Summer Camp for Children

Dana Point, California

LANGUAGES

Ukrainian | Native

English | Fluent

- Organized recreational and educational activities for children.
- Conducted art, sports, and language learning activities.
- Assisted with program coordination and group supervision.

EDUCATION

Master of Arts in TESOL (Teaching English to Speakers of Other Languages)

Expected graduation Jun
2026

Candidate

Westcliff University

Master's Degree in English Language and Foreign Literature

Jun 2010
Ukraine

Pavlo Tychyna National University