

Miss Yaroslava Chohey

PROFILE

Over 10 years' experience in education sector. Self-starter and self-motivator, highly organised and resourceful person with a strong academic training and teaching background in Business and Management. Management experience in Higher and Further Educational Institutions in the UK and Ukraine.

Creative and enthusiastic person who is open to new ideas and enjoys challenges and learning new skills. A good communicator who deals well with wide range of audiences from culturally diverse backgrounds. Track record of leadership skills including managing and motivating other staff to achieve organisational objectives.

WORK EXPERIENCE

October 2012 – Present

Senior Programme Leader

London College of Contemporary Arts (division of London School of Business and Finance)

- Planning, directing and carrying out all duties related to the efficient and effective running of the academic programmes including the production of timetables, academic calendars, procurement of material, recruiting and selecting tutors, supervising and observing their work, overseeing the financial management of the programmes.
- Ensuring compliance of the current academic policies and procedures with the requirements of inspecting bodies including QAA, UKVI and awarding bodies
- Ensuring that student experience is of highest standard through conducting induction sessions for new students, advising students on academic issues, handling students enquiries and feedback, making sure students' concerns are dealt with promptly and effectively
- Maintaining student academic records; monitoring student attendance and performance
- Liaising with awarding bodies and internal departments to enhance learning opportunities and student experience and engagement
- Assisting in student recruitment and marketing activities, conducting training for sales, marketing and admissions departments as well as hosting events to market the programmes
- Teaching Business related subjects, preparing lesson plans and module handbooks, marking and providing feedback on students' assignments, supervising final projects.
- Analysing student feedback questionnaires and student performance on a regular basis, preparing and presenting reports and recommendations in accordance with which action plans are being developed and implemented
- Producing annual programme reports
- Designing programme and module specifications and preparing relevant documentation for validation and external verifications
- Overseeing the marking, internal verification and feedback provision systems
- Ensuring programme and module information including programme induction materials and handbooks are accurate and up-to-date.

July 2012 – October 2012

Director of Studies – Business and IT

Williams College (London, UK)

Due to the merger of Belgravia College into Williams College

June 2010 – June 2012

Director of Studies – Business and IT

Belgravia College (London, UK)

- Liaising with various awarding bodies in order to maximise the effectiveness and efficiency of the College and introduction of new directions for its development
- Responsible for the delivery of the academic programmes of the College in accordance with academic quality standards and requirements of awarding bodies, QAA and UKVI
- Planning, directing and carrying out all duties related to the efficient and effective operation of the Academic Department including the production of timetables, academic calendars, provision of

teaching materials, recruiting, appointing and inducting tutors, supervising and observing their work, conducting staff appraisals.

- Managing an Academic team of over 35 lecturing and academic support staff
- Supervision of all academic processes including production of timetables/room allocation, student attendance and performance monitoring
- Responsible for identifying staff development requirements and running in-house development sessions
- Directing the marketing and admission processes of the College to suit the most recent academic needs of the organisation
- Ensuring that student experience is of highest standard through conducting induction sessions for new students, advising students on academic issues, handling students enquiries and feedback, making sure students' concerns are dealt with promptly and effectively
- Advising relevant members of staff to ensure public information of the College is in most up-to-date status
- Producing annual programme reports
- Preparing monthly financial reports of the Academic team performance, identifying future financial needs and preparing forecasts
- Teaching Business and Economics related subjects, preparing lesson plans and module study guides, setting examinations, assisting students to prepare for examinations, marking assignments.

April 2007 – April 2010

Sole Trader

- Consulting services in the field of accounting, management and education
- Tutoring services

June 2007 – July 2009

Academic Director

Ukrainian-American Liberal Arts Institute "Wisconsin International University (USA) Ukraine" (Kiev, Ukraine)

- Coordinating the process of institute accreditation and licensing by the Ministry of Education and Science of Ukraine including curriculum development
- Ensuring compliance of the academic policies and procedures with the requirements of the Ministry of Education and Science of Ukraine
- Ensuring that student experience is of highest standard through conducting induction sessions for new students, advising students on academic issues, handling students enquiries and feedback, overseeing work placements, making sure students' concerns are dealt with promptly and effectively
- Managing an Academic team of over 50 lecturing and academic support staff
- Supervision of all academic processes including production of timetables/room allocation, student attendance and performance monitoring, maintaining student academic records
- Ensuring the ongoing development of the department, academic programme and services
- Responsible for identifying staff development requirements and running in-house development sessions
- Coordinating and organising various co and extra curricular activities to suit the wide mix of student population
- Assisting in student recruitment and marketing activities, attending and hosting events to market the programmes
- Liaising with external organisations (Ministry of Education and Science of Ukraine, Police, Embassies, non-profit organisations, etc.) and internal departments to enhance learning opportunities and student experience, overseeing student internships
- Organising and participating in seminars and conferences, organising corporate trainings
- Preparing monthly financial reports of the Academic team performance, identifying future financial needs and preparing forecasts
- Teaching Business related subjects, preparing all the necessary documentation, setting examinations, marking examinations, essays and coursework; providing constructive feedback to students.

September 2006 – March 2007

Services Buyer

AES Kyivoblenergo CJSC

- Selection of contractors (under tender procedure)
- Contract negotiation and preparation
- Monitoring and managing supplier performance
- Project budget monitoring

April 2005 – September 2006

American Programme Coordinator

Ukrainian-American Liberal Arts Institute "Wisconsin International University (USA) Ukraine" (Kiev, Ukraine)

- American programme coordination
- Managing training programmes for Pfizer Ukraine employees
- International student and faculty support
- Student enrolment and orientation
- Assistance in arranging meetings, seminars, and conferences
- Assistance in organising education programmes abroad (including immigration issues)
- Maintaining student academic records and monitoring student performance

November 2003 – March 2005

International Relations Manager

Barguzin Ltd. (woodwork company)

- Coordination and support of export operations
- Preparation of official documents and correspondence (letters, contracts, invoices, reports, etc.)
- Business negotiating
- Translation (oral and written)
- Liaising with government bodies and financial institutions (banks, The Inland Revenue, Customs, etc.)

September 1999 - July 2002

Office Manager

Ukrainian-American Liberal Arts Institute "Wisconsin International University (USA) Ukraine" (Kiev, Ukraine)

- Effectively managing the Rector's diary, ensuring his time is utilised in the most efficient manner
- Providing comprehensive personal assistant and secretarial support
- Student enrolment
- Responding to telephone enquiries, composing correspondence, briefing papers, reports and presentations, as well as maintaining the contact management system.
- Screening incoming correspondence
- Liaising with key stakeholders internally and externally to the University, providing advice and excellent customer service
- Organising meetings, events, booking rooms, catering and making travel arrangements
- General office management - e.g. supplies ordering, photocopying, managing and maintaining files and resources (hard and electronic copies)

EDUCATION AND QUALIFICATIONS

February 2012

- Present

Registered student (Student ID: 1-EFJU8B) of

Chartered Institute of Management Accountants

Obtained Advanced Diploma in Management Accounting in February 2014

Obtained Diploma in Management Accounting in May 2012.

Got exemption from Certificate in Business Accounting exams

- 2002-2003 ***Master of International Business Management*** – diploma with distinction
Ukrainian-American Liberal Arts Institute "Wisconsin International University (USA)
Ukraine" (Kiev, Ukraine)
- 1998-2002 ***Bachelor of Management and Business Administration*** – diploma with
distinction
Ukrainian-American Liberal Arts Institute "Wisconsin International University (USA)
Ukraine" (Kiev, Ukraine)
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ADDITIONAL SKILLS

IT Proficiency Microsoft Office including Word, Excel, PowerPoint, Outlook; blind typing
Experience of using databases for administration

Languages Ukrainian and Russian (mother tongues), English (fluent), Spanish (basic)

AUTHORISATION TO WORK IN THE UK: Indefinite leave to remain

REFERENCES

Available upon request