

Olga Sikstel



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September 2024 – Present

Educational Child Care Center (EC3), MSU, Lansing Intern.

- Leading a development of a new community outreach initiative
- Planning and organizing events
- Grant writing
- Collaborating with community foundation representatives
- Evaluating and assessing this initiative

May 2024 – August 2024

Flint Odyssey House, Flint MI. Intern

- Conducted research to assess the productivity and effectiveness of Family Fun nights (events for families with children from the Flint community)

September 2023 – May 2024

Student Parents Resource Center, MSU, East Lansing Intern.

- Organized and conducted events for Student Parents
- Assisted with recruitment and marketing of the Spartan Kids program
- Assisted in planning and facilitating monthly support groups and workshops for student parents on topics like time management, self-care, child development, etc.
- Helped connect student parents to campus and community resources through referrals and service coordination.
- Helped raise awareness of the center's services through tabling events, social media engagement, and outreach on campus
- Conducted needs assessments and collecting feedback from student parents to identify service gaps.

December 2021 – June 2023

Synodal Department for Church Charity and Social Ministry, Project manager.

- Conducted research to assess the productivity and effectiveness of the center

September 2019 – May 2023

Online school SkyEng, Moscow (Russia) Teaching methodology instructor. English teacher.

- Conducted trial lessons with new teachers
- Helped employees to adapt while onboarding
- Planned innovative, engaging lessons
- Maintained accurate record of students' progress
- Attended and participating in extra-curricular activities

2015 - 2019

Language club WELCOME, Cheboksary (Russia) Teaching methodology instructor. English teacher.

- Provided classroom management and took appropriate corrective actions where necessary
- Communicated individual student progress to students and their parents
- Developed curricula
- Designed training programs and thematic plans
- Planned, organized, coordinated and conducted methodological work
- Analysed progress, results and effectiveness of educational and methodical work
- Translated documents

2012 - 2015

ILS School of foreign languages, Krasnogorsk (Russia)

- Monitored students' development and gave feedback to parents
- Taught clearly structured lessons (while considering individual learning abilities)
- Provided effective feedback to students
- Organized language contests and encouraged student participation

2001 - 2012

St.Dimitry Girls' Orphanage, Moscow (Russia)

- Collaborated with administrators to help children progress successfully
- Established and maintained a safe learning and playing environment for all children
- Planned lessons and activities for groups with a wide range of skills and abilities
- Worked closely with other professionals such as psychologists and school teachers
- Organized recreation and leisure for children (holidays, foreign and domestic travel, performance staging in English)

EDUCATION AND TRAINING

August 2023 - present

Organisation and Community leadership

Michigan State University, East Lansing, the USA

- Social Welfare Policy and Services, Theories of Groups, Organizations, and Communities in Social Work, Generalist Social Work Practice Methods, Research Methods, Statistics.

2008 - 2014

Bachelor of Linguistics

Moscow State Pedagogical University, Moscow

- Philosophy, Classical Languages and Cultures, Stylistics of the Russian Language, General Linguistics, History and Geography of Foreign Countries, Intercultural Communication and Theoretical Phonetics

2001 - 2006

Social Pedagogue. Specialist Degree

St.Tikhon's Orthodox University

- General Psychology, Developmental Psychology, Social Psychology, Fundamentals of Family Psychology and Family Counselling, Anatomy, Social Policy, Social Pedagogy, Pedagogical Anthropology

PERSONAL SKILLS

Communication skills

Organizational / managerial skills

- Excellent verbal communication skills gained through my work as social worker and English club director
- Ability to convey ideas clearly and listen actively, including public speaking and presentation abilities. Ability to adapt communication style to diverse audiences.
- Confident and articulate speaker in a classroom setting and beyond
- Great sense of humour
- Leadership (in my English club I successfully managed a team of 5 people)
- Prioritizing and delegating tasks
- Time management

Digital skills

Good command of Microsoft Office suite (Word, Excel, PowerPoint). Google Doc, SPSS
Good command of photo editing software gained as an amateur photographer
Social media strategy experience on platforms like Facebook or Instagram.
Experience creating digital content such as blogs, videos.

Job-related skills

- Adapting to the changing needs of students
- Creating and maintaining comfortable learning environment
- Supporting students and parents appropriately
- Forging and maintaining interpersonal relationships
- Being flexible and resilient when faced with change.
- Having an ability to adjust and modify approaches.