

Tymofiy Zelenskyy
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4412 Shellbark Ct. Concord, CA 94521

Objective:

Rope access work.

Education:

September 2010 - June 2012

Bachelor of Arts in Economics, with a minor in Japanese
University of California, Davis, CA

Skills:

Languages: Russian (Fluent)

Spanish(Conversational)

Japanese(Conversational)

Special: IRATA L1 900+ Hrs

Eagle Scout Troop 810

Experience:

March 2017

Rope Access Technician with I.A. Solutions in Wellington, New Zealand

- Painting and window seal repair.

July 2016 – March 2017

Rope Access Technician with VERT Industries in Melbourne, VIC

- Abseiling, rigging ropes and performing the task listed below.
- Painting, grinding, lead paint removal, window cleaning, concrete patching and caulking.

April 2016 – July 2016

High Rise Window Cleaner with City View in Melbourne, VIC

- Cleaned windows and other features of buildings using rope access and BMUs.
- Used two and three stage extension poles.
- Performed work with a safety first mentality.

August 2014 – August 2015

Assistant Language Teacher with The JET Program in Chiba, Japan

- Created and delivered English lessons for students K-8.
- Lead a conversation class for more than 10 senior students with varying English levels.
- Demonstrated correct pronunciation and coached students preparing for exams and contests.

September 2013 – March 2014

Retirement Specialist I at ACERA in Oakland, CA

- Processed retirement and insurance paperwork of Alameda County Employees.
- Carried out service audits, estimates, purchases, and other member requests.
- Utilized software and payroll systems including PensionGold, ALACO, EDMS, ADP and Excel.

January 2013 - June 2013

Eligibility Worker at Contra Costa County EHSD in Hercules, CA

- Utilized CalWin to determine eligibility for government aid such as CalFresh and MediCal.
- Met department and county deadlines while managing a client caseload and files.

November 2012 - January 2013

Office Manager at H&R Block in San Ramon, CA

- Supervised and managed an office of eight tax professionals.
- Ensured office and staff are policy and procedure compliant.
- Set goals, assessed performance, conducted performance reviews, and delivered instruction.

August 2012 - November 2012

Early Collector at Honda Financial Services in San Ramon, CA

- Navigated software to analyze, update, and explain overdue vehicle accounts to customers.
- Logged notes of every call while communicating with customers in English, Spanish, or Russian.
- Processed payments over the phone using checking accounts and debit cards.

November 2011 - April 2012

Tax Professional at H&R Block in Concord, CA

- Explained and filed tax reports such as 1040EZ, 1040 with schedule C, and small business.
- Assumed and successfully completed managerial tasks and duties when necessary.
- Demonstrated flexibility, precision, and punctuality with every assignment.