

Galina Lenko

Office

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National Research University
Higher School of Economics
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Personal information

Date of birth: April 27, 1984
Marital status: single
Children: none

Education and Academic Degrees:

2011 **Ph.D. in Comparative Linguistics**
Moscow, Peoples' Friendship University of Russia

2008 – 2011 **Postgraduate Studies (linguistics)**
Moscow, Peoples' Friendship University of Russia

2006 – 2008 **Master's Course (linguistics)**
Moscow, Peoples' Friendship University of Russia

2001 – 2006 **Bachelor of Arts (linguistics)**
Moscow, Peoples' Friendship University of Russia

Languages

Russian (native), English (fluent), French (fluent), German (basic)

Work experience

Okt.2013 – current National Research University Higher School Economics

St. Petersburg, Russia

Teacher of English (Department of Foreign Languages)

- teaching English as a foreign language (General English, English for Specific and Academic Purposes to the students of history);

- syllabus design (General English, English for Specific and Academic Purposes to the students of history);

- development of learning and teaching materials that secure high standards in foreign language teaching.

Feb.2012 – June 2013 Ciat Distribution CIS

St. Petersburg, Russia

Office manager

- answering phone calls, e-mails

- booking hotels\tickets

- all necessary support of the director

- translations\interpreting
- planning of director's day

Feb. 2010 – Jan. 2012 *State Polar Academy*

St. Petersburg, Russia

Teacher of French (Faculty of Philology)

- teaching students
- planning French lessons
- record keeping
- translations\ interpreting
- composing tutorials

Sep. 2009 – Feb. 2010 *Saint-Petersburg State Agrarian University*

St. Petersburg

Teacher of English (Faculty of Law)

- teaching students
- planning English lessons
- record keeping
- translations

Oct. 2008 – May 2009 *Erudit school*

Moscow, Russia

Teacher of English

- teaching pupils
- planning English lessons
- record keeping

Sep. 2008 – Aug. 2009 *Moscow State Pedagogical University*

Moscow, Russia

Teacher of French (Faculty of Philology)

- teaching students
- planning French lessons
- record keeping

Sep. 2008 – June 2009 *Prosto Group (PR company)*

Moscow, Russia

Personal assistant

- answering phone calls, e-mails
- booking hotels\tickets
- all necessary support of the director
- control of the office
- translations\interpreting
- planning of director's day

March 2005 – Sep.2008 *Peoples' Friendship University of Russia*

Moscow, Russia

Teacher of French, English (Faculty of Philology)

- teaching students
- planning English\French lessons