

Khilolakhon Kayumova

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EXPERIENCE

Project based Interpreter at National TV and Radio company of Uzbekistan from

May 2023 - 'till now (I go to work once in 2-3 months usually for less than a week)

- Attend meetings with foreign experts and provide accurate translations
- Voice interpretations in live broadcast of "Zargarshop" show
- Maintain original meaning and deliver the emotions of foreign experts in live TV shows

Executive Assistant at Easy Touch Home Care in New York

from May 2021 - April 2024 (With maternity leave in between, no children now as baby was stillborn)

- Provide comprehensive administrative support: managing schedules, organizing meetings, and preparing reports
- Collect and analyze client feedback to improve service and address any issues promptly
- Recruit new caregivers and nurses, host interviews and analyze CVs to make sure candidates fit the requirements

Ambassador of Tunza Eco Generation (UNDP & Samsung's volunteering project) from

March 2017 - March 2018

- Organized over 60 events for youth of Uzbekistan including: conferences/ training/ clean-up parties/ special lessons/ competitions etc.
- Wrote more than 60 reports about the events organized
- Reached and impacted more than 3000 people and taught them about living green, love for nature, environmental awareness and different natural disasters

EDUCATION

- 2019-2023: Sharda University Uzbekistan
- 2016-2019: Asaka Academic Lyceum under Andijan State University
- 2014-2016: State Specialized Boarding School #42
- 2013-2014: Indian Hills Elementary

PROJECTS

"So'zla" first public speaking contest in Uzbek
"Ilmli Onalik" first free video lesson series in Uzbek on women's health "KhilosWorld" & "AYAUzb" - creator of Telegram channels with over 5000 subscribers in total "Professional Development Program" at the American Center in Tashkent under U.S.Embassy

LANGUAGES

Uzbek- Native, English- Advanced (IELTS, TOEFL, CEFR), Russian- Upper Intermediate

SKILLS

Soft: Leadership, Team work, Problem solving, Communication, Adaptability, Public Speaking, Project Management

Hard: Microsoft Office Programs (PowerPoint, Word & Excel), Zoom, Canva, Trello, Notion, Slack, amo.crm , Monday CRM, Xencall, RingCentral, Social Media Platforms (Instagram, Telegram, Facebook, LinkedIn)

AWARDS

- 2014, Spelling Bee participant (Utah, USA)
- 2014, "Academic Enhancement Program-Excellent Eagle Award" (Utah, USA) -2017, "Most active ambassador of 2016 - Tunza Eco Generation" awardee (Seoul, South Korea) -2017, "Global Partnership Summit" delegate (New Delhi, India)
- 2019, "International Children's Peace Prize" semi-finalist
- 2020, "Young Professionals Internship Program" by the U.S. Embassy and American Councils
- 2020, "Global Undergraduate Exchange Program 2020-2021" alternate finalist (USA) -2020, "JACAFA Scholarship" semi-finalist (Japan)
- 2020, "Global Friends Full Scholarship" recipient (USA)
- 2021, "Governor's Scholarship" winner
- 2021, "JustStart Accelerator" winner of \$5000 for start up
- 2021, "Stipendium Hungaricum" winner (Hungary)
- 2021, The Diana Award recipient (UK)
- 2021, Silk Road Young Dreamers Start-ups Competition finalist (China)
- 2021, Next 30: Young Leaders of Central Asia semi-finalist (USA)
- 2021, International Youth Camp "OIC-Russia" full scholarship winner (Russia)
- 2021, "China Silk Road Speech Contest" 2nd place winner (China)
- 2023, "Youth Sounding Board" for European Union semi-finalist
- 2023, "ICYF Conflict Resolution camp" partial scholarship winner (Turkey)
- 2023, "Youth for Reviving Humanity" partial scholarship winner (Egypt)
- 2023, "Regional Climate Conference" partial scholarship winner (Malaysia)
- 2023, UN COP28 Blue Zone participant (UAE)
- 2024, International Youth Eco-camp participant
- 2024, UNCCD COP16 Youth Delegate (Saudi Arabia)

Above are listed only some of my international achievements

REFERENCES

Davron Akbarov - from/currently in Uzbekistan - university professor from 2019 - akbarov.davron@shardauniversity.uz