

PROFESSIONAL SUMMARY

Motivated English/Russian translator with 13 years of progressive experience in English-Russian translation. Offering expertise in oral and written interpreting. Energetic self-starter and team player to achieve goals on time.

SKILLS

- Strong verbal communication
- High literacy both in English and Russian
- Project management
- Self-motivated Well organised
- Data management
- Windows 7 expertise
- Creativity
- Positive attitude

WORK HISTORY

Private Entrepreneur, English-Russian Translator • *Self-employed*

Brest, Belarus • August 2014 to Current

- Deliver an exceptional level of service to each client by listening to concerns and answering questions.
- Provide verbal summaries of non-English documents for immediate use.
- Review final works to spot and correct errors in punctuation, grammar and translation.
- Translate documents from Russian into English.
- Apply cultural understanding to discern specific meanings beyond the literal written words.
- Replicate the flow, style and overall meaning of the original texts.
- Implement marketing strategies which resulted in 80% growth of customer base within one year

Secretary • *Unitary enterprise "Gefest-Quartz"*

Brest, Belarus • December 2011 to September 2017

- Translated documents from Russian to English. Replicated the flow, style and overall meaning of the original texts.
- Provided verbal summaries of non-Russian documents for immediate use.

Secretary-Assistant • *Charity Foundation "Our Vezha"*

Brest, Belarus • January 2000 to November 2005

- Translated various style documents from Russian to English.
- Provided verbal summaries of non-Russian documents for immediate use.
- Replicated the flow, style and overall meaning of the original texts.
- Reviewed final works to spot and correct errors in punctuation, grammar and translation.

EDUCATION

Diploma of Higher Education - Economics. Marketing • *Brest State Technical University*

Brest • 2005

Certificate of Higher Education - Business Administration. Secretary- Referent • *Brest College Of Communications*

Brest • 2000

CERTIFICATIONS

TEFL Certificate, 150 Hours of Study - Teaching English As A Foreign Language • TEFL Graduate Online • 2018

Certificate of Upper Advanced Level of English - General English • EF English Live Online • 2018

ADDITIONAL INFORMATION

Language Proficiency:
Russian - native (C1)
English - I am a fluent speaker (C2)