

EDUCATION

1995-2000

Kyiv National Linguistic University. Department of English Language.

EMPLOYMENT HISTORY

06-2009/present

Freelance Translator

Self-Employed

- translation/localization and copyediting from English into Ukrainian for direct customers and translation agencies based in Ukraine, EU, and the USA

11-2010/present

Freelance Translator

Booking.com

- translation/localization and reviewing of the hotel and travel-related content from English into Ukrainian/Russian

02-2006/06-2009

Personal Assistant to Partner/Travel Coordinator

Baker & McKenzie – CIS, Limited

- internal and external travel arrangements, including visa support documents, invitation letters for guests, hotel and ticket reservation
- drafting of engagement agreements and assignment letters
- time entries into the billing system, expense reporting
- business correspondence, filing
- organization of business meetings and events
- translation
- reception of guests

10-2007/10-2008

Freelance Translator

Hagag, Buchnik, Weinstein & Co.

- translation of legal documents (agreements and contracts) from English into Russian

12-2000/02-2006

Office Manager/Customer Service Operator

Maersk Ukraine Ltd.

- coordination of export/import processes: equipment reservation, booking, issuing B/Ls and invoices, payment control, cargo event tracking, transshipment planning, arrival notification, document preparation, system reports
- correspondence and phone contacts with internal and external agencies as to cargo move
- handling inquiries from internal and external customers including problem-solving
- coordination in all issues concerning office purchasing, ordering, rent, and insurance

- inventory control and facilities maintenance
- business correspondence, contracts, and telephone contacts
- travel arrangements, including visa applications, invitations for foreign visitors, travel accommodations, transportation, etc.
- organization of meetings and events
- filing, reports, memos, letters, and other documents,
- incoming calls handling and distribution of incoming correspondence
- translation/interpretation
- recruiting assistance
- assistance to the Financial department
- administrative support to General Manager and the team

02-1999/11-1999

Personal Assistant to Vice-President
JSCB “Citibank (Ukraine)”

- business correspondence, filing, and settlement of bills
- travel and event arrangements
- reception of quests and switchboard duties
- translation
- administrative support to Vice-president and the team

02-1998/02-1999

Receptionist
Kiev Sport Club

- switchboards and customer support
- translation

PC SKILLS:

CAT tools:

Memsourse Editor, MateCat, SmartCAT

Microsoft Office tools:

Word, Excel, PowerPoint

LANGUAGES:

- Native Ukrainian
- Fluent Russian
- Fluent English

PERSONAL CHARACTERISTICS:

Reliable, highly motivated, initiative, punctual, and detail-oriented with multitasking and problem-solving ability and excellent work ethics.

INTERESTS:

Psychology, literature, traveling.

REFERENCES:

Available on request