








## PERSONAL INFORMATION

## Anastasia Leonova



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Sex Female | Date of birth 12/03/1973 | Nationality Russian

## JOB APPLIED FOR

Translator / Editor / Proofreader / QA / Transcriptionist

## WORK EXPERIENCE

2003 – present

## Freelance Translator

Mother tongue: Russian

Languages:

- English into Russian
- Russian into English
- Ukrainian into English

Fields of expertise:

- Law, Business, Finance, Marketing, Politics, Sociology, Psychology, Culture, Arts, History

Customers:

- USAID, IMF, BT, BP, Siemens Russia, Sberbank, Gazprom, Skolkovo, ABBYY

2014 – present

## Translator (freelance)

The Ukrainian Week, Kiev, Ukraine, bilingual weekly published in Ukrainian and English

- Translation into English of articles in the fields of business, finance, and politics

[Translation](#)

2005 - 2009

## Translator for Russia and Ukraine (freelance)

Hybro B.V., Boxmeer, Netherlands, poultry exporting company with worldwide activities

- Interpreted during business trips, business meetings, seminars and presentations
- Translated technical, promotional and legal documents and field reports

[Agribusiness](#)

2004

## Full-time Translator

Kyiv Weekly magazine, Kiev, Ukraine, bilingual weekly published in Russian and English

- Translated into English articles on: Politics, Economy, Culture, Entertainment

[Publishing](#)

2000-2003

## Public Relations Director / Publicist

Music Mission Kiev Inc., Kiev, Ukraine, American charitable foundation for promotion of classical music

- Prepared (in English and Russian): promotional and advertising materials; press releases; culture-related reviews and articles; sponsorship proposals; performed all creative writing for the company

[Entertainment](#)

1998-1999

## Translator / Interpreter / Executive assistant

Project Consulting Group Ltd., Kiev, Ukraine, American consulting company providing investment placement services

- Translated and compiled: financial documentation; banking documents; investment papers; investment proposals; business plans; project documentation; letters of credit; loan agreements; shipment and delivery documents; legal documents and contracts

[Investment](#)

## 1998 Interpreter / Translator

International Monetary Fund / National Bank of Ukraine, Kiev, Ukraine, Diagnostic Analysis Project (part of IMF loan preparation procedure)

- Translated: banking documents; financial reports; accounting charters and ledgers; audit reports

Finance

## 1997-1998 Translator / Interpreter

Burns & Roe Enterprises, Inc., Kiev, Ukraine, USAID Energy Efficiency Project

- Translated: electrical and power engineering documents; equipment specifications and manuals; energy audit reports / energy saving proposals; loan applications

Energy

## 1997 Translator / Interpreter

Chemonics International, Russia, USAID Technical Assistance Project

- Translated: work plans; project documents; accounting sheets; excel computer models; power point presentations; documents related to: small enterprise management, power engineering, social services, agribusiness

Engineering

## 1995-1997 Accredited Translator

Russian Chamber of Commerce and Industry

- Translated technical, commercial, patent, certification, business, contractual, legal and other documentation

Trade

## EDUCATION AND TRAINING

### 1990-1995 Translator/Teacher of English and French

Vologda State Pedagogical University, Russia, Foreign Languages Department

- English and French languages

## PERSONAL SKILLS

Mother tongue(s) Russian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user
	University diploma				
Ukrainian	C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user	C1 Proficient user

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user  
Common European Framework of Reference for Languages

Computer skills

- Good command of Microsoft Office™ tools
- Good command of CAT tools (WordFast (Classical, Pro), Trados (2007, 2011), MemSource)
- OCR and other relevant software

Professional skills

- Excellent writing skills and style
- Accuracy, attention to detail, responsibility, good research skills
- Ability to meet strict deadlines

## ADDITIONAL INFORMATION

Publication

- Isaac Newton, The Chronology of Ancient Kingdoms Amended (London, 1728). Russian translation. Rimis Publishing House, Moscow, 2007