

Anastasia Melnikova

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Translator and Interpreter – English to Russian

SUMMARY

Over 13 years of success in managing interpretation service for leisure travel companies and a healthcare facility in Thailand. My extended background on a client-facing position in customer service and sales departments helped me to develop varied skills. Recent experience includes written translation and consecutive interpretation in a medical sphere.

SKILLS

- Medical translation
- Literary translation
- Contracts translation
- Websites translation
- Consecutive interpretation
- Microsoft Office
- Preparing and giving presentations

PROFESSIONAL EXPERIENCE

Medical Translator and Interpreter. Guest Relation Officer

Krung Siam St. Carlos Medical Spa | Bangkok | Thailand | December 2016 – present

- Consecutive interpretation from English into Russian and vice versa between healthcare professionals and patients.
- Documents translation (contracts, forms, discharge instructions, medications instructions, medical articles).
- Proofread and edit written materials.
- Marketing writing in both Russian and English languages about products and services of Medical Spa for regular publication at social networks.
- Reply/send out email to the clients.

Customer service agent and Sales representative

Asia in Hand Co., Ltd. (Odeon Tours) | Phuket | Thailand | October 2015 - August 2016

Customer service agent and Sales representative

Tez Tour Thailand Co., Ltd. | Pattaya | Phuket | Thailand | September 2006 - April 2015

Tour coordinator and sales manager

C-Land Discovery Co., Ltd. | Pattaya | Thailand | November 2004 - May 2006

- Meeting customers at the airport, organizing check in and checkout in the hotels.
- Company service and products presentation and sale.
- Translation and interpretation from English into Russian and vice versa.
- Tour programs coordination/logistics.
- Dealing with complaints and special requests, problem solving.
- Coordinating hotel inspections for travel agents from Russia and CIS. Up selling hotel services.
- Served as a cultural mediator where necessary.

VOLUNTEER WORK

English - Russian Translator.

TED Talks | December 2017 – present

- Subtitles translation from English to Russian for TED Talks and TEDx Talks.
<https://www.ted.com/profiles/9098050/translator>

English - Russian Translator.

Coursera | May 2018 – present

- Subtitles translation from English to Russian.
https://translate-coursera.org/new_gtc/app/#/overview

EDUCATION

IELTS Academic 7.5

IDP: IELTS Australia| Bangkok | Thailand | June 2011

Master Degree Diploma.

Linguistics. Theory and Practice of translation and interpretation.
English and German languages.

Siberian State University of Technology | Faculty of Foreign Languages | Krasnoyarsk | Russia |
September 1999 - July 2004

OTHER STRENGTHS

- Cultural awareness and sensitivity
- Professional demeanor
- Ability to work in a fast paced environment and multitask

HOBBIES

- Photography
- Yoga