
ELIZAVETA BALASHOVA

female, 26 y.o.

Skype: elastic.me

E-mail: ea.balashova@gmail.com — preferred

Location: Russia, Moscow

Nationality: Russian

Native language: Russian

Looking for

Freelance translator (English to Russian)

Rate: 0,8 USD per word

Working experience —6 years 6 months

May 2012 — till
present
2 years 4 months

Freelance translator

Translation from English to Russian and from Russian to English

Areas: due diligence, aviation, airport design, security in the airports, building engineering and design, psychology, marketing, law.

Interpretation from English to Russian and from Russian to English, from Russian to German and back

Areas: security agency service, wedding.

Article writing about motorcycle industry in Russia

Link:

<http://russland-wirtschaft.com/2012/09/26/deutsche-technik-fur-russische-motorsport-und-motorradfans-am-neuen-moscow-raceway/>

June 2011 — June
2012
1 year 1 month

Spectrum Group (Engineering)

Moscow, www.spectrum-group.ru

Marketing and PR manager

Event organization; communication with business associations; market analyses; participation in exhibitions and other events; communication with mass media; preparation of marketing texts (in Russian, English and German); website and social networks information update (Russian/English); press release writing (Russian/English); participation as an interpreter in Expo Real (Munich, Germany)

March 2008 — May
2011
3 years 3 months

RUSSIA CONSULTING (Business and Accounting Consulting)

Moscow, www.russia-consulting.eu

Marketing Manager

Preparation of marketing texts in German and English; website information update (English, German, Russian); event organization in Russia and Europe (invitation, advertising, work with suppliers, potential participants, follow-up); press release writing (Russian/English); participation in exhibitions and other events; e-mail marketing;

January 2009 - June 2009 Project Manager Assistant

translation from German to Russian and back, from English to Russian and back; market

analyses; work with suppliers; work in CorelDraw; data base update.

March 2008 – December 2008 Secretary-receptionist
telephone calls; document scanning, copying; invoice translation; incoming and outgoing correspondence.

Education

2010

VU MO RF

Linguist, German and English translator / interpreter (with distinction)

Additional information

About me

I am a communicative and active person. I love to read a lot in English and Russian. I adapt quickly to new situations and I am always open for new experience.

I am PC user: MS Office, Adobe Photoshop, CorelDraw.

I also ride a motorbike and love motocross and travelling.