**Mariana Levchenko**

**English-Ukrainian, English-Russian Translator**

Kyiv, Ukraine

+380665723225

mapela88@gmail.com

**Work History**

**October 2015- Present**

**Freelance translator**

Duties: Working freelance providing a translation and interpretation service to clients where needed. Work with few language pairs (English-Ukrainian, Ukrainian-English, English-Russian, Russian-English). Provide accurate and quality translation meeting specific deadlines.

Expertise: Government and Politics, Media, Social Life, Printing and Publishing, General Translation

**June 2014- September 2015**

**The Ukrainian Week (weekly magazine)**

**Translator**

Duties: Provided a quality translation of news and analitycal articles from foreign media. Provided important news from broadcasted online official meetings and various events at the international level. Published actual news articles at the website of the magazine.

Expertise: Government and Politics, Foreign Affairs

**November 2013-May 2014**

**BKM-Audit company**

**CEO Personal Assistant**

Duties: Maintained CEO's calendar, coordinated travel and accommodation arrangements (domestically and internationally). Prepared quality translation of correspondence, documents etc. Provided general support to visitors and other external inquiries.

**Education**

**Training course on SDL Trados Studio 2011 software**

**School of simultaneous translation (Kyiv)**

(May 2014)

**Specialist degree in Translation/Linguistics**

**Kyiv National Linguistic University**

Translators' Department(September 2004-June 2010)

**Skills and Competencies**

Able to speak fluently English, Ukrainian and Russian.

Have a basic knowledge of German and Polish.

Familiar with translation software tools.

Able to work to tight deadlines.

A quick learner.

Excellent communication and social skills.