**Nadia Maxetska**

62 ap., 16, Geroev Sevastopolya str., Kiev, Ukraine
tel. 8 (093) 742-96-06

Skype: nadiya.maxetska
maxetskaya@gmail.com

|  |  |
| --- | --- |
| **Objective** | **Translator (Eng-Ru-Ukr)** |
| **Personal Details** | Date of birth: 26 September 1992Marital status: unmarried |
| **Education** | 2009-2014**Faculty of Germanic philology**Kiev National Linguistic University |
| **Professional Experience** | 2013–presentFreelance TranslatorHome, Kiev |
|  | 2012–2013**Assistant manager with English language skills**Solgar Vitamins Company, Kiev |
|  | Translation from English into Russian and from Russian into English of the following papers:* administrative information;
* information about the manufacturer;
* reports on preclinical / clinical drug trials;
* descriptions of health properties;
* stability studies;
* description of the manufacturing process;
* GMP certificates;
* certificates of analysis;
* Quality control and other documentation.

Also:* Translation of catalogs from / into English;
* Formation of archives and accounting documents in English for foreign partners;
* Assistance in the creating, editing and translation of documents for registration of products;
* Compilation and maintaining of the summary table of sales and product residues in pharmacies;
* Proofreading of texts for catalogs for grammar and semantic mistakes;
* Making contact with designers, print organizations, medical representatives;
* Preparing letters and documents, receiving and sorting mail and deliveries, assisting in the planning and preparation of meetings, conferences, monitoring the use of supplies and equipment and performing other related duties as required.
 |
|  | 2012-2013**English-speaking assistant manager**IVIK Holding Group Ltd, Kiev |
|  | * Business correspondence with foreign partners in English;
* Translation of documents from / into English;
* Preparation of necessary documents for foreign partners;
* Preparation of necessary documents (scanning, editing);
* Organization of business trips of managers;
* Organization of corporate events;
* Personal instructions of director;
* Translation of periodicals in Ukrainian / Russian language from English to fill the company's website.
 |
| **Additional Skills** | **Languages:** English – Intermediate LevelFrench – Elementary LevelRussian –FluentUkrainian - Native speaker |
|  | **Computer skills:** Microsoft Office, Outlook, IE, Mozilla, Google Chrome, Opera, Adobe Photoshop, InDesign, Adobe, Trados, Wordfast. |
|  | **Driving License:** Driving License Category B |
|  | **Work with the texts for websites (rewriting, copywriting, translation into Russian, Ukrainian, English)** |
| **References** | References are available on request |