|  |  |  |
| --- | --- | --- |
| Natalia Nakonechna | |  |
| Date of birth: | 14 Dec 1978 |
| Location: | Lviv |
| Phone number: | +380667623354 |
| E-mail:  Skype: | [zelena\_mysha\_ua@yahoo.com](mailto:zelena_mysha_ua@yahoo.com)  nnakonechna |

**Summary: Skills**

* Group Management
* Testing
* Web publishing and Support
* Documentation development
* Training delivery and coordination
* Excellent communicative and time management skills
* Translation
* Subtitle translation, proofreading, time-stamping, time-coding and spotting
* Editing/proofreading
* Long-term and short-term planning

**Experience**

**Subtitle Translator (freelance)**

August 2017 —present time

***SubzZone*** *(*[*http://www.subzzone.com/*](http://www.subzzone.com/)*)*

Translation and Localization

• subtitle translation

• subtitle time-stamping, time-coding and spotting

• subtitle proofreading

Working languages: English, Russian, Ukrainian

**Web Publisher for a global corporate website**

May 2009 - present time

***ArtfulBits Inc.*** *(*[*http://www.artfulbits.com/*](http://www.artfulbits.com/)*)*

IT

**Project coordination**

• Group Management

• Task assignment

• Organizational meetings (conducting and participating)

• Agile Methodologies (Scrum/Kanban); JIRA

• Risk mitigation

**Testing**

• Black-box

• User interface testing (UI)

• Functional testing

• System Testing (Staging/sandbox environment)

• User Acceptance Testing (UAT)

**Web publishing and Support**

• New Product Introduction support

• Product rebranding support

• Publishing and maintaining web page content

• Managing site hierarchy

• eLibrary publishing

• Troubleshooting

• Cross-Departmental Communication on current issues

• Content assessment in terms of its compliance with the standards/recommendations and CMS requirements, content adaptation and publishing

• Front-end customer support

• Understanding of SEO

**Documentation**

• Creating manuals/Check Lists

• User Guides

• Authoring templates (InfoPath)

• Preparing training materials

**Training**

• Employee transitioning

• Knowledge transfer

• Organizational orientation and navigation

• Onboarding

• Best practices

**CMS and other process-related technologies**

• Microsoft SharePoint CMS

• Oracle WebCenter Sites (certificate available on demand)

• Oracle WebCenter Content

• Sitecore

• hybris

• WordPress

• JIRA

• TrackStudio

• HTML/CSS/JS

• Degas Computerized System Validation SOP (certificate available on demand)

• Cisco WebEx Meetings Center

**Communication**

• Working in a multinational and multicultural environment within a 24/6 model

• Maintaining a working environment based on cross-departmental cooperation and collaboration

• Liaising with content authors/marketing specialists/company stakeholders

• Conducting email, telephone and teleconference interactions

**Training Coordinator**

Sep 2008 - May 2009 (9 months)

***SoftServe*** *(*[*https://softserve.ua/ua/*](https://softserve.ua/ua/)*)*

IT

• Training process coordination and delivery according to CMMI process procedures, including:

• cooperation with HR and SoftServe University Director to create the corporate training plan;

• coordinating internal and external training creation and delivery according to the corporate training plan;

• driving and managing trainers, training materials, participants and external vendor databases;

• working with SoftServe University Director in order to develop new training methods and programs;

• creating and managing training feedback surveys, managing the relevant section of the corporate Portal (Intranet) as an administrator, entering and editing training-related information in the corporate database;

• advising on the training process and delivery improvement.

**Teacher of English**

Jan 2001 - Aug 2008 (7 years 8 months)

***International House Lviv*** *(*[*http://ihlviv.com/*](http://ihlviv.com/)*)*

Education

• Teaching (groups up to 12 people, often multicultural): General English to 6-year-olds, teenagers and adults;

• tailor-made Business English courses; English for Specific Purposes (medicine, waiters); preparation courses for IELTS (Academic and General) and TOEFL (PBT, CBT, iBT);

• Coordinating exam preparation courses;

• Consulting prospective IELTS and TOEFL takers and helping them with the registration process;

• Adapting and developing teaching materials.

**Freelance Translator**

Sep 2004 - Sep 2007 (3 years 1 months)

***Linguistic Center*** *(*[*http://lcglobalgroup.com/uk/*](http://lcglobalgroup.com/uk/)*)*

Business Services

Translating and editing technical texts (manuals etc.) Working languages: Ukrainian, English, Russian.

Subjects: medicine, IT, construction, chemistry, fiction, law, economics.

**Teacher of English and of American Studies**

Sep 2000 - May 2001 (9 months)

***Lviv State Secondary School #53*** *(*[*http://school53.lviv.ua/*](http://school53.lviv.ua/)*)*

Education

• Teaching English to age groups 6 to 8 years old; teaching American Studies to age group 15 years old;

• organizing extracurricular events (i.e. concerts) with younger children.

**Education**

**Lviv National Ivan Franko University** (Lviv)

Foreign Languages (English)

**Language skills**

**English** - fluent

I can be interviewed in this language

**French** - intermediate

**Polish** - upper intermediate

**Russian** - fluent

I can be interviewed in this language

**Ukrainian** - native

I can be interviewed in this language

**Courses, Trainings, Certification**

**Hermes (English-Russian: 88.67%)**

Netflix translator testing platform for Fulfillment Partners, as well as individuals with a background in subtitling.

May 2017

**Degas Computerized System Validation SOP**

2016

**Oracle WebCenter Sites**

2015

**CELTA (Pass Grade B)**

October 2001

TEFL/TESOL to adults

**Additional Information**

**Social activity: Voluntary Blood Donor**

January 2016 - present