**OLGA A. POLISHCHUK**

**ENGLISH-RUSSIAN, ENGLISH-UKRAINIAN TRANSLATOR**

**Contact Info:**
E-mail: olgapolish@gmail.com
Phone: 1- 216-832-2104 (cell)

**Location**: Cleveland, OH, USA

**Time Zone:**
EDT (GMT-4), United States

**Languages:**
Russian, Ukrainian: Native
English: Near Native
Spanish: Working language

**Experience:**
Total years of experience: 18 years of translation and proofreading experience

**Registered at ProZ.com:** August, 2002

**Services**:
Translation, Interpreting, Editing/Proofreading, Subtitling, Post-editing

**Education**:
School: Kyiv National Linguistics University, MA in Modern Languages (English, Spanish, Russian, Ukrainian)

**Daily Output**: 1500 – 2000 words per day

**Computers:** PC Windows 7, IPad 4

**Software**
AutoCAD, SDL Passolo, SDL TRADOS Studio 2011, Wordfast

**Reference Letters:**

Bill Remington, US Department of Treasury

Gary Reusche, European Union/European Commission

Franz Muehlberger, SIEMENS AG

**Specialization:**

International/ Politics: UN, EU, NATO, Human Rights, Geopolitics, Environmental Studies and Reports

Medicine: General, Medical Devices and Instruments, Public Health Education

Business Marketing, Advertising, Public Relations

Finance/ Banking: ABS, financial reports and accounting, audits

Corporate/ Legal: Annual reports, statements, tender documents, contracts, laws and regulations

**Subject Areas:**

Medicine - Occupational Health and Industrial Hygiene, Medical Devices, Pharmacology, Psychiatry, Public Health Education and Promotion, Social Psychology, Law and Legal, Political Science, Banking and Financial, Economics, Finance, Taxation, Business General, Business Marketing, Science (General), Engineering, Horology, Computer and Information Sciences, Information Sciences and Systems, Telecommunications, Education, Child Care, Psychology, Humanities and Humanistic Studies, Linguistics, Literature.

## Professional Experience Record:

|  |  |
| --- | --- |
| Aug ’ 06 — present | **US Freelance Translator/Interpreter** |
| Jan’ 05 — Jan’06 | **The European Union Support to Small and Medium Enterprises in the Rural Sector Project (Implemented By Icon Cons.),** Translator/Interpreter |
| Jul ’03 — Dec ’04 | **The World Bank (IBRD) Modernization Program for the State Tax Service of Ukraine,** Senior Translator/Interpreter |
| Sept ’02—Jan ’03 | **The USAID-funded Support for Economic and Fiscal Reform (SEFR) Project implemented by the US company Development Alternatives, Inc. (DAI),** Senior Translator/Interpreter |
| March '00—Aug ’02 | **Information Agency EXPRESSINFORM,** Translator/Interpreter |
| Sept '99—March '00 | **Ukrainian-Dutch-Danish-German JV Ukrainian Mobile Communications (UMC),** Interpreter for Chief Operating Officer & Technical Director |
| Feb' 97—Sept '99 | **Siemens AG, Translator for Sales and Marketing Directors,** Legal and Technical Translator for Service Department |
| Feb '97—Jul ’96 | Legal Translator for **the Ukrainian Union of Industrialists and Entrepreneurs** |
| Oct '88—Jul '96 | Personal Interpreter for **Deputy Minister of the Ministry of Foreign Affairs of Ukraine** |

***Competencies:***

**• Professionalism:** Native Russian and Ukrainian abilities, impeccable near-native English abilities. A first-level degree in linguistics: hold a Master's Degree in Modern Languages (English and Spanish) from the Ukrainian National Linguistics University, and am qualified as a Teacher of English and Spanish. 18 + years of translation experience. I can translate a wide variety of complex texts that may contain difficult, idiomatic, scientific, and colloquial writing. I can capture subtleties, nuance, tone, and register. Able to capture meaning of socio-cultural elements embedded in text. In-depth knowledge of terminology used in the international organizations' offices and related methodologies; solid analytical skills and ability to spot errors and inconsistencies in a text; good grasp of terminological and reference research techniques; ability to use all documentary and information sources and perform complex research tasks; high level of versatility, judgment, and discretion.

**• Promptness:** Conscientiousness and efficiency in meeting commitments, observing deadlines and achieving results. Meet timeline for delivery of products or services to client.

**• Politeness, Client Orientation:** Consider all those to whom services are provided to be “clients” and seek to see things from clients’ point of view; establish and maintain productive partnerships with clients by gaining their trust and respect; identify clients’ needs and match them to appropriate solutions; keep clients informed of progress or setbacks in projects.