**Yakimchuk Olha Oleksandrivna**

**date of birth** : 02/06/1994

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**civil status**: not married

**residence address**: Ukraine, Zaporizhzhya, Zaporizka Str., building 94.

**Education:**

2015 – Bachelor’s degree in Philology (Technical translator)

2016 – Master’s degree in English translation, Technical writer and translator.

**Language knowledge**:

English – intermediate

France – beginner

Ukrainian and Russian – native languages.

**Work experience:**

Since 2013 to January 2016 – writer of student’s works (courseworks, reports, essay, summary, diplomas, control works etc.).

January 2014 – work experience internship from technical translation (juridical documentation, agreements, contracts, bills, user’s manuals and so on).

Since December 2015 – translator in travel-educational center “Europe” in Zaporizhzhya.

**PC experience**: advanced user: MS Office (Word, Excel, Power Point, Access, Outlook), Internet skills (Internet Explorer, Opera, Mozilla Firefox) and email (Outlook Express), a general acquaintance with 1C. CAT - Trados, Memory

Personal qualities: the ability to quickly orient themselves in not ordinary situations, orientation for the best result, not conflict, managerial and leadership qualities are present, rapid learning, responsibility, commitment, desire for professional growth, kind, open and easy to talk to, ready to develop and improve my skills to be the best.