**SVETLANA DAVIDENKO**

# **86 Chernyshevskogo Str., 27 apt., Kharkov, 61002 Ukraine** **Mob. Tel.: +38 063 721 36 46**

**Skype: Svetlana\_dav.**

**E-mail:** [**Svetlana\_daviden@inbox.ru**](mailto:Svetlana_daviden@inbox.ru)

## Contents:

### [My competitive advantages](#bookmark0) [Language skills](#bookmark1)

[**PC skills**](#bookmark2)

[**Work experience**](#bookmark3)

[**Extra-academic activities**](#bookmark4)[**Education**](#bookmark5)

**My competitive advantages**:

* Excellent knowledge of MS Office and other software tools for the perfect completion of paperwork;
* Skill in search for information at various resources to ensure the most appropriate translation result;
* Willingness to be in touch and to report on work progress on a convenient for the employer conditions;
* High-quality execution of translation orders meeting the established deadlines;
* Readiness to work overtime, at night, on weekends and on holidays;
* Willingness to travel;
* Willingness and desire to learn and master new knowledge areas to fit better the employer’s requirements;
* Participation in translators advanced training classes and seminars (certified by the School of Interpretation “TRIS”, Kharkov, Ukraine);
* Specialized complete higher technical education;
* Good memory, diction, verbal skills;
* Knowledge, understanding and application of business etiquette norms;
* Compliance with diplomacy and confidentiality requirements.

## Language skills:

English - advanced;

German - intermediate;

Russian / Ukrainian - native;

## PC skills:

Competent user of Windows, MS Office 2003, 2007, 2010, Internet, Photoshop, Power Point, Adobe Acrobat, WordFast Classic, Trados 2011, 2015 MemSource, AutoCad 2011, OmegaT, MemoQ, MateCat.

## Work experience:

* **08.2015 – today** The New Apostolic Church (<http://www.nak.org/>)

• Interpreter (consecutive interpretation, simultaneous interpretation, сhuchotage) (languages – English, Ukrainian, Russian, German)

* **05. 2009 – today** Freelance translator and interpreter (working with direct clients and translation agencies of Ukraine (the Gulfstream, Olympus, TRIS), Russia (the Gulfstream, MKS, Translit, Neo-Tech, others), Europe (individuals)):
  + Qualitative interpretation of the meaning of scientific, technical and business documentation in different subject areas; work with documents in a variety of editable and non-editable formats; translation of video and audio recordings;
  + Consecutive interpretation;
* **09.2009 – 12.2010** "Corporation Sintal" LLC;

Translator:

• Business correspondence (English, German, Russian);

• Consecutive interpretation during negotiations (on topics of the foreign economic activity of the enterprise - support at all stages of preparation to contracts conclusion and signing (phone and Skype negotiations interpretation), support while meeting the other Party);

* + **11.2007 – 03.2014** English language tutor;

Private lessons for children under 16 years

## Extra-academic activities:

* + **02.2012 – 05.2012** Translation and interpretation course in the School of Interpretation “TRIS”, Kharkov, Ukraine;

### Passed the exam, certified;

* **09.2008 – 06.2009** Special course of interpretation and technical translation; "Kharkov Aviation Institute" (KhAI); Kharkov, Ukraine; **Passed the exam, certified;**
* **10. 2006 – 10. 2008** The comparative course of translation lexicology, grammar and style (English, Russian, Ukrainian languages)

V.N. Karazin Kharkov National University, Kharkov, Ukraine;

## Education:

* **09.2008 – 02.2010** Zhukovsky National Aerospace University

"Kharkov Aviation Institute" (KhAI); Department of Rocket and Space Technology;

Chair: "Air and Space Craft Engines and Power Units";

Specialist, Design Engineer (Annex to the diploma "Engineer-translator") (**12 February 2010**).

* **09.2004 – 06. 2008** Zhukovsky National Aerospace University

"Kharkov Aviation Institute" (KhAI); Department of Rocket and Space Technology;

Chair: "Air and Space Craft Engines and Power Units";

Bachelor, Mechanical Engineer (**30 June 2008**)