

# Svetlana Sazonova

Moscow, Russia  
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Eng/Ru Translator, Proofreader, Editor, Copywriter,  
Content-Manager, Graphic designer

## Summary

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Professional translator with good experience; exceptional collaborative and interpersonal skills; dynamic team player with well-developed written and verbal communication abilities highly skilled in client and vendor relations and negotiations; talented at building and maintaining "win-win" partnerships; passionate and inventive creator of innovative marketing strategies and campaigns; accustomed to performing in deadline-driven environments with an emphasis on working within budget requirements. Common sense, empathy. Detail oriented, highly organized, appreciate human relations, ability to work flexible schedule.

Associate Editor and Translator, Copywriter, Proofreader, Content-Manager, Telephone/Skype interpreter, Project manager

Web/software localization Voice-over Subtitling Transcription

Fields of expertise: Literature, Philosophy, History, Arts, Business, Computers and IT, Fiction/Film/Scripts, Technology (incl. Oil&Gas), Humanities Experience

## Work experience

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### **Associate Editor and Translator, Copywriter, Proofreader, Content-manager** 2015-11

teamate.ru (India/Russia)

Translation/Writing/Correction of blog info/articles, item's descriptions, SEO, layout, CMS (WordPress)

### **Freelance Translator**

2015-06 - 2015-10

ogjrussia.com

Translation/Correction of blog info/articles from ogj.com for Russian department

### **Freelance Translator, Proofreader, Graphic Designer**

2008-09 - 2015-06

vary, including srinivasfinearts.com, amazon.com etc.

Proofreading, Prepress, Layout for books

### **Personal Assistant, Secretary of the Centre of comparative studies of world religions** 1996-09 - 1998-09

Russian State University for the Humanities, Moscow, Russia

Arranging travel, visas and accommodation and, occasionally, travelling with the Head Of Department to take notes or dictation at meetings or to provide general assistance during presentations; meeting and greeting visitors; organising and maintaining diaries and making appointments; dealing with incoming email, faxes and post, often corresponding on behalf of the manager; carrying out background research and presenting findings; producing documents, briefing papers, reports and presentations; carrying out specific projects and research; being involved in decision-making processes.

### **Editor**

1994-09 - 1996-09

Publishing House "Source", Moscow, Russia

Edition, proofreading (Russian), correction of spelling mistakes and grammatical errors; sub-editing text written by a number of authors to ensure consistent house style; working with IT-based publishing systems and databases, resolving queries directly with the author, e.g. style and text inconsistencies; coding manuscripts for design features, such as hierarchy of headings, to instruct the production team; creating artwork briefs to detail the content of illustrations; ensuring that illustrations are correctly captioned and referred to in the text; preparing preliminary pages for the title, contents and preface of a publication; overseeing the work of indexers, typesetters and designers; (increasingly for freelancers) typesetting and designing layout; ensuring that publications are prepared on budget and to schedule.

## Education

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### **Certificate course in Sanskrit grammar**

2011

Rashtriya Sanskrit Sansthan

Basic knowledge of ancient language

### **B.A in Graphic Design**

2002 - 2008

Sankt-Petersburg State University

Graphic Designer of wide profile, creation of projects replicated graphics products, the development of integrated graphics systems, web-design and multimedia design.

Practical courses of drawing, painting, graphics, design, engineering, computer, multimedia, printing and photo-technology. Theoretical courses: study of semiotics, philosophy and theory of design, communication technology, history, culture and art.

### **Course of professional English/Russian translation**

1994 01 - 1994 08

Moscow State University

Rules of the Russian language, Theory of Translation, Strategy and tactics of professional translation work, Translation terminology, Linguistic peculiarities of the transfer, Basics of the art of translation notation; Professional ethics of an interpreter, How to translate by ear from English into Russian, How to translate the two-way conversation, An interview with a large amount of information, How to produce written summaries based on oral speech, Simultaneous translation.

### **“Business English”**

1992 03 - 1992 06

University of Latvia

Educational course in Latvia, Europe, 1992. <http://www.lu.lv>

English for work, development of business communication skills in English. Meetings with business partners, business correspondence, training abroad and communication with colleagues in English.

## Skills

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Eng/Ru translation, Russian correction, edition, writing and proofreading, SMM, InDesign, Photoshop, CMS, Office package, CAT, SEO

