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| **Objective** | Job of a free lance translator |

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| **Svitlana Skrypchuk** | D:\Мои документы\Desktop\175015_168050326578444_7710656_o.jpg |
| Kv.188, #31 prospekt Myru, Kryvyi Rih,  Dnipropetrovs’ka oblast, Ukraine 50074  T: mob. +380962318222  home:+380564749309  E: [sv3tas@gmail.com](mailto:sv3tas@gmail.com)  Skype: bonyara55 |

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| Summary | A pro-active person who has a relentless drive to have a broad impact rather than just deliver results. Possessing experience of translating and interpreting English to Russian/Ukrainian and vice versa, providing clear guidance and leadership to a team and ensuring that all legislative requirements are fully met. As a professional educator, a confident communicator with strong interpersonal skills. Interested in doing translations of various types for a supplementary income |

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| Skills |  | **Professional** | **Personal** |
|  |  | Meeting important deadlines | Strategic thinking |
|  |  | Leadership skills | Conflict resolution |
|  |  | Information gathering | Problem solving |
|  |  | Follow up | High levels of integrity |
|  |  | Conscientiousness |  |

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| **Work history** | **Period** | | **Position** | **Responsibilities** | |
|  | September, 2006—present  2015-2016  2005-2006 | | A teacher of English, a chair of Foreign Languages Dept at school # 4, Kryvyi Rih  An interpretor for a project of ICLD (Sweden)  Full time interpretor and translator for Mittal Steel Company Kryvyi Rih | * Giving lessons of English * Defining project scope, objectives, milestones & deliverables * translating, proofreading & reviewing, etc * interpreting at the workshops and meetings within the agenda * translating documents * interpreting at the meetings and negotiations | |
| **Education & Trainings** | | **Period** | **Institutions** | | **qualifications** |
|  | | May 2014 – December 2015 | ICLD ITP Local Political Leaders – Capacitating Women in Politics | | Alumnus (Certificate of Completion) |
|  | | June 2005 – August 2005 | American Councils, TEA (Excellence in Teaching Award) funded by U.S. Dept of State | | Alumnus (Certificate of Achievement) |
|  | | September 1986 – June 1991 | Local Pedagogical University | | A teacher of English (Diploma) |

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| **Languages** | English (fluent), Ukrainian (fluent), Russian (native speaker) |

**Tools used for translation** SDL Trados, J-CAT

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| **References** | On request  Ms Kristin Ekström  Programme Officer, ITP  Phone: +46 (498) 29 91 46  E-mail: [kristin.ekstrom@icld.se](mailto:kristin.ekstrom@icld.se) |