**TATIANA VETROVA**

TRANSLATOR/INTERPRETER

(ENG-RUS, RUS-ENG, DEU-RUS)

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**Work Experience:**

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| Since September 2011 | **Educational Centre** (Roslavl, Russia)  **Teacher of the English**  **Responsibilities:**   * planning, preparation and delivering lessons of English (to groups and individuals of various ages) * organization of social and cultural events, dedicated to English language and UK/USA culture and traditions | |
| Since 2010 | **Freelance translator/copywriter**  Translation:   * Business correspondence * Articles and essays * Travel blogs   Copywriting:   * Travelling and Tourism * General and Educational Psychology * Marketing disciplines, including client-side marketing | |
| September-December 2010 | **Hawle Industriewerke**  **Assistant and Translator**  **Responsibilities:**   * Interpretation and daily communication support of the General Director and Russian-speaking employees/clients (ENG-RUS-ENG, DEU-RUS) * Translation of business correspondence and documents like treaties, minutes of meetings, acts of purchase and sale (ENG-RUS-ENG, DEU-RUS) * Administrative work: schedule and correspondence coordination, appointments and travel arrangements | |
| **Education** | | |
| 2005 - 2010 | | Smolensk State University (Russia)  Higher Education: Foreign Languages, Linguistics (English and German) |
| 2009 | | Smolensk State University (Russia) – FernUniversität (Hagen, Germany)  Business German Course |
| 2004 | | Professional College (Russia) - Secretariat diploma |
| **Language Skills** | | Russian – Native  English – Advanced  German – Advanced |
| **Additional information** | | Advanced computer skills  Good typing speed (over 60 WPM)  Hobbies: travelling (run a travel blog), painting and photography |