**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
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| 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
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| 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
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| **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 – NativeEnglish – AdvancedGerman – Advanced |
| **Additional information** | Advanced computer skillsGood typing speed (over 60 WPM)Hobbies: travelling (run a travel blog), painting and photography |