**YULIYA TOPOLYUK**

tel**: +7 916 530 00 32**

Email: **jntopolyuk13@gmail.com**

Skype: **barabffka**

Date of birth: **13.07.1986**

Marital status: **single**

Citizenship: **Ukraine**

**EDUCATION:**

**2003 – 2008 GORLOVKA STATE PEDAGOGICAL INSTITUTE FOR FOREIGN LANGUAGES**, translator of English and French, diploma with honour

**2008 – 2010** **DONETSK NATIONAL UNIVERSITY OF ECOMONICS AND TRADING,** postgraduate education, financial faculty

**EXTRA COURSES:**

**2013** Simultaneous interpreting courses at Donetsk National University

**CAREER HISTORY:**

**08.2008 – 10.2014 PUBLIC JOINT STOCK COMPANY**

 **YENAKIIEVE IRON AND STEEL WORKS**

**Metallurgical division, Metinvest Group**

**Leading translator of Administration Department**

Core responsibilities:

* Translation of commercial, technical literature and other specialized publications, legal documents, shipping documents, correspondence, presentations, reports, quotations, technical standards, specifications, manuals and instructions, software guidance;
* Consecutive interpretation during negotiations, seminars, business trips, surveillances, commissioning and erection works at production sites;
* Editing and linguistic review.

**ACHIEVEMENTS:**

Due to continuous self-improvement, client-focused and result-oriented approach in work I occupied the position of leading translator (in 2 years of work in this Company).

**Active and fruitful participation in the following large-scale projects with famous foreign Companies:**

* Siemens AG (Austria) – implementation of Automatic Process Control System under “Blast Furnace Construction” project realization;
* Paul Wurth (Germany) – erection and commissioning of charging system under “Blast Furnace Construction” project realization;
* Flowserve (Italy, Austria) – purchasing and installation of valves under “Air Separation Unit Construction” project realization;
* Air Liquide (France) – participation in the negotiations, translation of technical documents under “Air Separation Unit Construction” project realization.
* Assistance in translation during technical inspections and acceptance activities in Austria, Turkey, Germany, Italy.

**PERFORMANCE SKILLS:**

* Adobe Acrobat
* MS-Office
* MS Outlook
* ABBY Fine Reader
* Deja Vu

**EXTRA:** sociability, commitment to results, strict compliance with deadlines.