**ALENA SALENIK**

**INTERPRETER/TRANSLATOR**

EMPLOYMENT HISTORY

**Aviation Repair Company St. Petersburg, Russia**

Interpreter and translator July 2015-till present

* Providing translation of written documentation, such as: invoices, business correspondence, contracts, certificates, manuals, etc.
* Providing oral translation during negotiations, meetings, conferences and business delegations (Rus-Eng, Eng-Rus)
* Investigation and study of aviation English, including arrangement of presentations and participation in conferences

**Special Training Center DYNAMO Military base, Belarus**

Interpreter and translator July 2014-February 2015

* Investigation and learning of military vocabulary
* Providing military men from African countries with proper translation (Rus-Eng, Eng-Rus)
* Participation in certain types of military and combat training, viz shooting, ballistics study, optical intelligence, PE and tactical training

**Educational center New-Ton Brest, Belarus**

Teacher of English and German August 2010- August 2013

Duties:

* Organising and conducting up to 10 classes of English and German a day
* Arrangement and realization of individual, group and corporate training of IT-specialists, military men, firefighting personnel
* Making projects and conferences with reference to psychological and linguistic aspects

**World Rowing Championship- Brest, Belarus**

Interpreter and translator Summer 2009

Duties:

* Providing athletes from European countries with high quality translation (Rus-Eng, Eng-Rus)
* Collaboration with managers and representatives of national teams in terms of arrangement of their participation in the championship

**European Rowing Championship- Brest, Belarus**

Interpreter and translator Summer 2008

Duties:

* Providing athletes from European countries with high quality translation (Rus-Eng, Eng-Rus)
* Interacting with representatives of national teams and tackling administrative matters including customs regulations, championship procedures
* Organising athletes’ tours and visit to the landmarks

ACADEMIC QUALIFICATIONS

**Brest State University, Foreign languages Department Brest, Belarus**

Teacher of English and German (Hons) 2005-2010

**Economics- and Linguistics-Oriented Lyceum Ivatsevichi, Belarus**

Linguistics specialization 2003-2005

PERSONAL SKILLS

* Highly motivated and determined to succeed in the spheres involving English application
* Responsible, punctual, polite, efficient
* Communicable, what is revealed in the ability to interact with various people and finding approach to anyone concerning the issues the situation requires
* Able to work overtime if needed
* Ready to go for business trips and discover anything new to myself
* Able to develop professional skills, obtained knowledge in the spheres involved

INTERESTS/ACTIVITIES

* Travelling, visiting new places, developing of knowledge about the countries I do see
* Reading psychological books dealing with human interaction and feelings
* Self-education and self-development with regard to aviation, military English
* Keeping fit and taking regular physical exercises

REFERENCES

Are available upon request

PERSONAL DETAILS

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