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Translation services (English-Russian, Russian-English)

- **Part-time cooperation with SEA Language Translation Services, RWS Life Sciences, Ichthus International Inc, GTS Translation Services, Day Translations, Inc.**
- **Elena Translation Agency, Moscow, the Russian Federation (May 2016 - Present)**
Rendering of translation services as an individual entrepreneur
Translation of medical and pharmaceutical textual information, mainly normative documents, analytical procedures and method validation reports, inspection reports, etc.
- **EGO Translating Company LLC, Saint Petersburg, the Russian Federation (Nov 2013 – May 2016)**
Rendering of translation services as an individual entrepreneur
Translation of documentation and economic and legal textual information
- **Key Point Translation Agency Private Unitary Enterprise, Minsk, the Republic of Belarus**
In-house translator, Notary translator (Sep 2009 – Feb 2014)
Freelance translator, rendering of translation services as an individual entrepreneur (February 28, 2014 - May 2016)
Translation of documentation and economic, legal, medical and pharmaceutical textual information, translation of documentation for notary certification
- **ECOTrade LLC (former SladKom LLC), Minsk, the Republic of Belarus (Jan 2013 – Dec 2013)**
Rendering of translation services as an individual entrepreneur. Rendering of services on translation of documentation pertaining to vinegar production technologies, transportation documentation etc.
- **Algol LLC Translation Agency, Minsk, the Republic of Belarus**
Freelance translator (Jun 2010 - Jan 2013)
Translation of documentation and economic and legal textual information, translation of documentation for notary certification
- **Top Group Translation Agency Private Unitary Production Enterprise, Minsk, the Republic of Belarus**
Freelance translator (Sep 2009 – Mar 2011)
Translation of documentation and economic, legal, geological, medical and pharmaceutical textual information
- **Vytoki-Lux Translation Agency Additional Liability Company, Minsk, the Republic of Belarus**
In-house translator, proofreader (Sep 2008 - Sep 2009)
Translation of documentation and textual information of various subject matters, preliminary data processing with a view of drawing up of glossaries for large and long-term projects, editing, correction and proofreading of translated documents in order to improve quality of the work executed
Student assistant, in-house translator (Jan 2006 - Sep 2008)
Practicing in translation of texts of various subject-matters

WORK EXPERIENCE (12 YEARS)

EDUCATION

ENVILA Women's Institute, Minsk, the Republic of Belarus (2003-2008)
Faculty of Translation and Interpretation
Special field "Modern Foreign Languages"
Area of practice "Special-Purpose Translation"
▪ Diploma with honors

SOFTWARE USED

Microsoft Office, Microsoft Windows, ABBYY Lingvo, ABBYY FineReader, Multitran, SDL Trados Studio 2011, SDL Trados Studio 2014

LANGUAGES

Russian, Belarusian, English, German (low level of proficiency, under study)

PERSONAL QUALITIES

Diligence, work commitment, punctuality, scrupulousness

Major areas of practice and types of documents

Pharmacy and medicine

Normative documents

for such products as

Zovirax, Zinnat, Indoxyl, Epivir, Retrovir, Telzir, Ziagen, Rabipur, Avamys, Augmentin, Seretide, Enam, Zeffix, Varilrix, Calpol, Nix, Imigran, Zantac, Encepur, Bisacodyl, Trelegy, Ellipta, Duodart, Nimbex, Tracrium, Havrix, Cervarix, Engerix, Hiberix, Poliorix, Priorix, Requip, Modutab, Menveo, Valtrex, Lamisil, Coaplex, Pemgem, Panadol, Coldrex, Trastuzumab, Rituximab, TeraFlu, Dormicum, etc.
(GlaxoSmithKline, Dr. Reddy's Laboratories, Astellas Pharma, Roche Pharma, F. Hoffmann-La Roche, Bioiberica, Novartis, Aspen Bad Oldesloe GmbH, Pharbil Waltrop GmbH, CSL Behring GmbH, Doppel Farmaceutici S.r.l., etc.)

Analytical procedures, specifically water activity determination of antimicrobial activity by agar diffusion method, microbial limits test, determination of the aerodynamic particle size distribution, content uniformity by HPLC, drug-related impurities by HPLC, identity by UV Spectrophotometry, etc.

- Manufacturing Processes
- Summaries of Product Characteristics
- Labelling Process Control
- Site Master Files
- Drug Master Files
- Justification Statements
- Clinical Summaries
- Master-SOPs for Analytical Determinations
- Methods of Preparation
- Finished Product Specifications
- Clinical Particulars
- Package Leaflets
- Pharma R&D and Supply Chain Quality Manuals
- Standard Operating Procedures
- Descriptions of Manufacturing Process and Process Controls
- Certificates of Suitability
- Process Validation Reports
- Inactivation of Virus Reports
- Reports of Analysis
- Investigation Reports
- Pre-Clinical Expert Reports
- Process Validation Reports
- Clinical Trial Reports
- Analytical Method Validation Reports
- Periodic Safety Update Reports
- Inspection Plans, etc.

EAEU Guidelines for Biological Products, as well as other supporting documents of Octapharma's representative office in the Republic of Belarus, Belmedpreparaty Company and other pharmaceutical companies, and medical articles and separate chapters of the "The Cowboy's Companion: A Trail Guide for the Arthroscopic Shoulder Surgeon" book

Law, economics and finances

- Powers of attorney
- Articles of association
- Contracts and agreements
- Among them:
 - Share purchase agreements
 - License agreements
 - Freight-forwarding agreements
 - Sublease agreements
 - Shareholders' agreements
 - Agency agreements
 - Investment agreements
 - Depository agreements
 - Distribution agreements
 - Real property pledge agreements
 - Option and share purchase agreements
 - Mortgage and security agreements
- Service agreements
- Delivery agreements
- Documents and reports made by OECD working parties
- Expert judgments
- Resolutions
- Results of the internal investigation
- Cost estimates
- Consolidated balance sheets
- Various types of certificates, letters, claims, requests, protocols etc.
- Accounting balance-sheets
- Statements of profit or loss
- Financial statements
- Statements of cash flow
- Statements of changes in equity
- Auditor's reports

Periodicals etc.

Joint participation in translation of Public Transport International magazine issues, DeAgostini textual information

Translation of descriptions and specifications of Yves Rocher bijouterie products, text matter for the Hermitage, exhibition of the Belarusian artist Nikolay Seleschuk, as well as World Hallmarks journal