



## Diana Buela

*Native Estonian & Russian Translator, Interpreter, and Voice-Over Artist*

📍 Pontyclun, United Kingdom    ✉ [jmdbuela@gmail.com](mailto:jmdbuela@gmail.com)

☎ +44 79 1494 6344

🌐 <https://www.linkedin.com/in/diana-buela-3601381b6/>

🌐 <https://www.proz.com/profile/2470715>

### Professional Summary

Experienced and highly motivated translator and interpreter since 2017. Professionally handles and resolves client requests to the highest standards and satisfaction. Skilled in accurately translating, interpreting and recording voice-overs between **English, Russian and Estonian** languages.

### Skills

Excellent phone and video conference etiquette	● ● ● ● ●	Customer-focused and people-oriented	● ● ● ● ●
Cultural understanding	● ● ● ● ●	Ethical codes adherence	● ● ● ● ●
Effective problem solver, analytical thinker, and fast learner	● ● ● ● ●	Exceptional attention to detail	● ● ● ● ●
Superior verbal and written communication skills	● ● ● ● ●	Localization research	● ● ● ● ●
Translation software	● ● ● ● ●	Transcribing	● ● ● ● ●
Medical (Healthcare), Educational, Social Services, Legal, Business consecutive interpreting	● ● ● ● ●		

### Projects

**Experienced translating, MPTE, editing, and proofreading following domains:**

**Medical** - Various medical and dental instrument user manuals and patients' health reports

**Documents/Certificates** - Identity documents, birth/marriage certificates, business certificates

**Business/Corporate** - Companies cover emails, recruitment and introduction presentations, online assessments and personality tests for HR consulting, ethics and compliance surveys, and cybersecurity training materials. 71,000-word Lego customers' cover letter templates

**IT, AI & Social Media** - Cybersecurity training, social media app settings and user instructions, AI applications and security

**Financial** - Investment, trading, cryptocurrency, and marketing content for Plus 500 and Binance

**Legal** - Money Laundering Contracts, Anti-Corruption Policies, Service Agreements, Whistleblowing Policies for Employees

**Marketing** - Nova Post (postal services), wastewater and sewage presentations

**Technical** - 160-page agricultural technical user manuals, wastewater and sewage management and research

**Translating and recording voice-over messages** in Russian and Estonian for Navex Global ethics and compliance hotlines.

**Remote script reading** in Russian for theory driving test centres in Dubai.





**Medical, educational, social services and legal consecutive interpreting** services in Estonian and Russian.

Trained and experienced in providing interpreting services for Ukrainian, Russian, Belarusian and other Post-Soviet States refugees in the United States, Canada and the United Kingdom.

---

## Professional Experience

---

<b>Senior Editor, Unbabel</b> 	06/2023 – present Remote
Correcting errors that are usually overlooked and missed by translators. Looking for consistency issues across jobs. Checking and polishing final completed texts before sending them to the customers. Some projects were for LEGO and Panasonic companies.	
<b>Estonian Russian Translator, Proofreader and Editor, Tomedes</b> 	12/2022 – present Remote
Providing translation, proofreading, and editing services. Some of the projects included companies' introduction and recruiting presentations, money laundering terms and conditions legal contracts, marketing, and other subjects' translation.	
<b>Estonian, Russian Telephone and Video Interpreter, Proz</b> 	08/2019 – present Remote
Providing medical, legal, education, and social remote interpreting services for various government and private institutions in the United States.	
<b>English-Estonian-Russian Translator/Proofreader, Day Translations Inc.</b> 	08/2017 – present Remote
Translating and proofreading various documents, 160-page agricultural technical user manuals, medical and dentistry industry files.	

<p><b>English-Estonian-Russian Telephone Interpreter, Translator and Voice - Over Artist</b>, <i>Transatlantic Translations Group</i> <a href="#">↗</a></p> <p>Assisting to solve medical, legal, utility, social services, and insurance queries. Interpreting for Navex Global ethics and compliance hotlines. Translating and recording voice-over automated messages for Navex Global hotlines. Remote script reading for the theory driving test centres in Dubai.</p>	08/2017 – present Remote
<p><b>TESOL English Online Teacher</b>, <i>iTutor Group</i> <a href="#">↗</a></p> <p>Teaching students from Asia 1 to 1 or in a group setting. Leaving feedback for each student about their performance in the class and suggesting how they can improve. Conducting 25 minutes demonstration lessons for new potential clients. Preparing students for TOEIC tests.</p>	06/2017 – 08/2020

---

### Education & Training

---

<b>HIPAA Awareness for Business Associates</b> , <i>Voyce</i> <a href="#">↗</a>	01/2024
<b>Fraud, Waste and Abuse for Remote Interpreters</b> , <i>Voyce</i> <a href="#">↗</a>	01/2024
<b>Personal Information Protection and Electronic Documents Act (PIPEDA)</b> , <i>Voyce</i>	01/2024
<b>Personal Health Information Protection Act (PHIPA) Ontario</b> , <i>Voyce</i> <a href="#">↗</a>	01/2024
<b>Real Work Situations: Compliance Issues &amp; Conflict Management</b> , <i>Proz</i>	09/2022
<b>Interpreting for Refugees: Contexts, Practices and Ethics</b> , <i>The University of Glasgow</i> 3 weeks course	05/2022
<b>Interpreter Training</b> , <i>Cross Cultural Communications</i>	05/2022
<b>Working with Translations</b> , <i>Cardiff University</i> 4 weeks course	03/2022
<b>Translation in Practice</b> , <i>Coursera Nanjing University</i>	11/2021
<b>Translation as a Career</b> , <i>The Open University</i>	10/2021
<b>Localization Essentials</b> , <i>Google</i>	10/2021
<b>Medical Terminology</b> , <i>Udemy</i>	09/2020
<b>C2 Proficiency</b> , <i>EF SET</i>	09/2020
<b>(TEFL)</b> , <i>International Open Academy</i>	06/2017

**NCFE Level 2 in Mental Health Awareness, Welsh Government**

11/2016

**Makeup Artist, Elizabeth Arden**

11/2006

**A-Levels, Keila Gymnasium**

06/2005

---

### Languages

---

**Estonian**



Native

**Russian**



Native

**English**



Fluent, full working proficiency

**French**



Limited working proficiency B1

**Portuguese**



Limited working proficiency B1

**Lingala**



Limited working proficiency B1

---

### Programs

---

MS Word



MS Excel



MS PPT



Adobe



Audacity



---

### CAT tools

---

**Crowdin, EasyTranslate, Smartcat, Matecate, Memosource Editor, SDL Trados Studio 2019, Lokalise, OmegaT, POEditor, Wordfast Pro, Weglot Free, Xbench 2.9**

---

### Interests

---

Travelling • Hiking • Psychology • Healthy living and diet • Fashion

---

### References

---

Available upon request