

Ekaterina Fortova

Translator

PERSONAL SUMMARY

A multi-skilled, reliable & talented translator with a proven ability to translate written documentation from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly & effectively with people from all professional backgrounds. Flexible in the ability to adapt to challenges when they arise, remaining aware of the professional roles.

Working Language Pairs:

- English-Spanish and vice versa
- Russian-English and vice versa
- Spanish-Russian and vice versa

Specialization:

- Legal translations
- Advertising, Public Relation
- Certificates, Diplomas, Licenses
- Websites, articles, blogposts etc.
- Formal contracts, rental agreements
- Jurisdictional and investigative translation
- Lifestyle, sports, fashion, gastronomy
- Cosmetics and beauty, health and wellness

WORK EXPERIENCE

I am currently employed as a freelance translator for Criminal Investigation Department of Ministry of Internal Affairs of the Russian Federation.

Duties:

- Legal & jurisdictional translation from Spanish to Russian
- Tax declarations translation
- Translation of investigatory cases
- Translating documentations & letters from English to Russian
- Providing guidance and feedback



KEY SKILLS AND COMPETENCIES

- Familiar with translation software (Trados, SmartCAT, Multitrans, Smartling)
- Able to fluently speak Russian, Spanish and English
- Able to work to tight deadlines
- Highly skilled in Word, Excel and Microsoft Outlook

ACADEMIC QUALIFICATIONS

- Spanish college “Nuestra Señora del Pilar”, Madrid – Social Studies (2017-2019)
- Universidad Obierta de Cataluña - Bachelor of Arts – History, History of Arts & Geography (2020 - present)

CONTACT DETAILS

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