**Ekaterina Sokolovskaya**

Belarus, Minsk

*Phone*: +37544 7830936 *e-mail*:telmyghost@gmail.com *skype:* bai\_qian19

**Professional Summary:**

Qualified professional *English/Russian (Belarusian)* translator/interpreter with good time management skills, fine communication and interpersonal skills and attention to details.

**Education:**

Minsk State Linguistic University

Graduation: 2012

Bachelor of Arts (Linguistics).

**Employment History:**

1. From 2010: ***JSC “Planar-SO”*** (State Scientific and Production Concern for Precision Engineering) – *translator/interpreter in marketing dept.*
* Translation of foreign correspondence (business letters, commercial offers).
* Translation of presentations, advertisement, advertisement booklets.
* Translation of specifications and manuals.
* Translation of documentation.
* Consecutive interpretation of conferences and business negotiations.
1. From 2010: ***working freelance*** for different clients and translation agencies.
* Translation of scientific, technical, political, economic and other special texts; conference, lectures and meetings materials.
* Translation of films, series and reality shows (Jersey Shore, Snooki and J WOW, 12 Angry Men (1957) (Belarussian), Peppa Pig (Belarussian), etc.).

**Professional skills:**

* Proficiency with MS Office (Word, Excel, PowerPoint), Trados 2011, SubtitleWorkshop.
* Technical translation.
* Consecutive interpretation.
* Creation of subtitles.

***Hobby*** – dancing (contemporary, modern jazz).