

Elena Baeva
English to Russian freelance translator

March 7, 1973
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Native language – Russian
5 years of technical translation experience
15+ years of experience in information technology field

Fields of expertise

- Information technology (software, hardware, system and network administration, networking, information security, telecommunications)
- Management (project management, quality management, risk management, certification, standardization, auditing)

Education

Engineer degree in Computing Machines, Systems and Networks – Automation and Information Technologies Faculty of Samara State Technical University, 1995
Qualification: System engineer (magna cum laude diploma)

Working Experience

2006-present freelance translator and editor

Translated documents include:

- user manuals, software manuals (Adobe, Kerio, Sun/Oracle, EMC software)
- hardware manuals and specifications (IBM, HP, Intel, Cisco hardware)
- quality management standards and guidelines (FMEA, QFD, TQM, auditing), ISO standards.

2008 – participated in TQM-based Translation Quality Assessment System development and translators recruitment and assessment for local translation agency.

2002-2011 CJSC Neftechimia – network administrator, database administrator.

1995-2002 Novokuibyshevsk Petrochemical Company – software developer.

Average capacity

Translation – 2000 words per day
Checking/editing – 4000 words per day
Proofreading – 6000 words per day

Rates

English to Russian translation – \$0.02 per source word
Checking/editing/proofreading – \$5 per hour

CAT tools

Deja Vu X 7.5, MemoQ 4.5, Trados 2007 Freelance

References, samples and other details are available upon request.
Ready to do a short (150-250 words) unpaid test translation.

Thank you for your interest!

June 2011