CV

**PERSONAL AND CONTACT INFORMATION**

[First name](http://learningrussian.net/russiannames/#First Name): Elena

Family name: Romanova

Date of birth: 10.19.1988

**Gender: female**

**Location: Moscow, Russian Federation**

**Nationality: Russian**

E-mail: mlenfee@gmail.com (preferred method of communication)

Skype: mlenfee / Proz-profile: http://www.proz.com/translator/1859569

**Desired occupational field:** English->Russian freelancetranslator

**Desired payment rate:** negotiated according to project. Minimum rate: EUR 0.06 per word. Average rate: EUR 0.08 per word.

**Average number of translated pages per day:** 8.

**Method of payment:** PayPal, check, bank transfer.

**Other services provided:** transcription, typesetting, transcreation, localisation.

**DESIRED SUBJECT AREAS AND EXPIRIENCE IN TRANSLATION**

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| --- | --- | --- | --- |
| **Desired**  **Subject Areas** | **Experience in translation** | | |
| **High level** | **Medium level** | **Types of materials** |
| Tourism, Hotel Industry, Travel and Leisure, Real estate | + |  | Articles for tourist sites, hotels descriptions, guides, catalogs, press releases, travel services |
| Sports | + |  | Materials on sporting events, sports betting, sports equipment and goods (mostly winter sports), translations for Olympic Games. |
| Advertising, Marketing, Business | + |  | Advertizing and marketing materials, booklets, presentations, website texts, market research, etc. |
| Technics, Sciences, Metallurgy | + |  | Popular science articles, user guides, technical and business documentation, ASTM Standarts |
| Social Sciences: Ethnography,Anthropology, History, Archaeology  Natural Sciences: Oceanography, Geography |  | + | Reviews, articles, documents |
| Computer Games, IT |  | + | Quest, Adventure, Strategy, RPG, Action, Arcade (favorite game categories) |
| Automobiles / Motocycles |  | + | Presentations, descriptions |
| Other, General (Art, Architecture, Culture, Cooking, Cosmetics, Media and Entertainment, Retail, Food, Beverage, Fashion) | + |  | Articles, reviews, descriptions, video/audio, etc. |

***COMPUTER SKILLS AND COMPETENCES:***

Excellent command of:

PC, Windows, Microsoft Office tools (Word, Excel, Power Point)

CAT- tool SDL Trados Studio 2009, 2011

PhotoShop, FineReader, Infix PDF Editor, A-PDF Text Replace, etc.

**PROFESSIONAL SKILLS AND COMPETENCES**

**-** Excellent skills in translation techniques

*-* Excellent knowledge of Russian grammar and stylistics

- Knowledge of various terminologies

- **Language skills:**

***Russian*** –native

***English –*** advanced

***German*** – intermediate

***French*** –intermediate

***WORK EXPERIENCE***

(October 2011 — to present)

**Translator (freelance)**

Duties:

- written translations from English into Russian.

- interpreting (registration area, assistance to foreign participants of various international exhibitions, festivals).

(September 2011 — to present)

**Tutor** **of English**

Duties: teaching English, working out my own methods of tutoring.

(February 2007 — August 2007)

**Advertising agency "Diada"** — Marketing/Advertising/PR

**Stand-assistant, model** at the international exhibitions.  
Duties: consulting visitors about goods or services of the company, increasing sales.

**EDUCATION AND TRAINING**

Name and type of organization providing education: Moscow Humanitarian – Technical Academy

Discipline: translation and interpretation studies

Title of qualification awarded: degree in translation and interpretation

Years of study: 2006-2011

**ADDITIONAL INFORMATION**

***Personal interests:*** historic re-enactment, music, motocycles, travelling, sports, biathlon, self-study.