
KATERINA MAGLICH

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Translator

Work History

Apr 2011 - present

Translator

"International Bureau of Credit Histories" JSC, Kiev, Ukraine

- Translation of a variety of materials, particularly formal, legal, technological and IT documentation, as well as general texts from Russian/Ukrainian into English and vice versa, with attention to facts and nuances.
- Software localization.
- Editing, standardization, proofreading, revision and finalization of translated materials prepared by other employees and contractors.
- Organization of translated material according to set standards regarding order, clarity, conciseness, style, and terminology.
- Preparation of project reports and documentation.
- Creation of writing instructions; maintenance of manuals for the translation service team.
- Preparation of project proposals, training materials, technical reports, online documentation.

Mar 2015 - present

Translator (remote work)

Translation Agency "Express", Lviv, Ukraine

SPECIALTY AND WORKING FIELDS:

- IT
- Law (contracts)
- Finance (general)
- Marketing
- Web-sites
- Business (general)
- Computers (HW & SW)
- History
- Tourism & Travel
- Nature
- General
- etc, etc..

Translation of all types of documents: general texts, formal, legal, technological and IT documentation, marketing materials, including but not limited to: technical manuals, brochures, leaflets, web-pages etc.

Sep 2005 - Mar 2011

Translator

Creditinfo Ukraine Ltd (subsidiary of Creditinfo Group hf, Iceland), Kiev, Ukraine

- Software localization.
- Translation of publications and web-pages.
- Editing, standardization, proofreading, revision and finalization of translated materials.
- Organization of translated material according to set standards regarding order, clarity, conciseness, style, and terminology.
- Preparation of project reports and documentation.
- Creation of writing instructions; maintenance of manuals for the translation service team.
- Preparation of project documents, technical reports.

Sep 2003 - Aug 2005

Translator, Assistant to CEO

Ukrainian Interbank Payments System Member Association "EMA", Kiev, Ukraine

- Translation of marketing and business materials;
- Organization of conferences and seminars,
- Assistance to CEO in everyday business activity.

Education

Sep 2000 - Jun 2005

MA in Linguistics

The National Technical University of Ukraine "Kiev Polytechnic Institute"