**Ksenia Lutsenko**

Tel: +7 921 3377190

[jobmail8@mail.ru](mailto:jobmail8@mail.ru)

**Personal information:**

I am a certified translator. I graduated from the State Linguistic University of Nizhny Novgorod with Master Degree in Linguistics and Intercultural Communications. I have experience in translation in different spheres: business, finance, sport, CV, gaming, video games, legal, certificates, newspaper articles, marketing, medical, patents, scientific, technical, software. I worked with websites and made translations for lighting magazine and translated psychology texts. Besides, I’m adaptable and flexible, well-organized planner and scheduler. I have good organizational and time-management skills.

**Education**: 2005-2010 The State Linguistic University of Nizhny Novgorod, MSc in Linguistics, Intercultural Communications

**Languages**: English proficient, Spanish Upper-Intermediate

**Experience**:

November/2010 - to the present time

**Manager, interpreter, “IQ Consultancy”, Saint-Petersburg**

**Duties**: organizing the office layout and maintaining supplies of stationery and equipment; managing filing systems; translating and summarizing material from one language into another; arranging visits with foreign clients and potentially acting as interpreter; organizing meetings, minutes, agendas and travel details for overseas visits; liaising with clients, suppliers and other staff.

09/2008-to the present time

**Translator-Freelance**

**Duties**: Written translation from\to English, Spanish.

**Areas of expertise**:

Advertising   
Arts & Entertainment   
Banking   
Business   
Ecology   
Economics   
Education   
Finance   
Government   
Health   
History   
Journalism   
Philosophy   
Sociology   
Law   
Travel & tourism

**Computer skills**: Microsoft Office (Word, Excel, PowerPoint, Access), Trados - proficient user.

**Hobbies:** Learning foreign languages (at the current time I’m studying the Italian language), travelling, photography