# Resume

## General

I am a scientific and technical freelance translator looking for work with translation agencies and direct clients. I am always available to work for long time and urgent projects.

**Name:** Aladashvili lela  
**Place of birth:** Rustavi, Republic of Georgia  
**Date of birth:** September 28, 1964

## Contacts

**Address :** 16-103, Leonidze St., Rustavi, Georgia, 3700  
 **Telephone:** +(99558)681548  
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**ICQ:** 642-636- 627(lela aladashvili)  
**Skype:** lela77745

## Languages

My native language is Georgian. I translate from English into Georgian and Russian and vice versa. The language pairs are English to Russian, English to Georgian, Russian to Georgian, Georgian to Russian, Georgian to English and Russian to English.

## Services

Translation, proofreading, and editing.

## Expertise

Accounting & Auditing, Advertising & Public Relations, Architecture, Art / Crafts / Painting, Business / Commerce (General), Electronics, Engineering (Electrical), Engineering (Energy), Law (Contracts), Literature ,ect.

## Translation Experience

I began working as a translator in 2003.Heretobefore I worked as an engineer at a factory. After bankruptcy the factory I was unemployed and then began to work as a translator. Now I am an individual entrepreneur and mostly work in my country, but I have decided to try as a freelance translator.

**translation rate** per source word (basic): 0.05 Euro.  
**Hourly rate** (proofreading): 20 Euro   
**Minimum charge**: 20 Euro   
The rates are negotiable.

## Availability

I am a full time translator. Usually I work from Monday to Friday, but I can work in evenings and weekends if necessary. My daily output is about 2500 to 3000 words.

## Payment Options

I accept payments in Euro or US dollars through wire transfer or Money Bookers. Please note that I can't use cheques or PayPal.

**Education And Training**

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| **Period** | **Diplomas/Qualifications Obtained** | **University, Institutes, Etc** | **Country** |
| 1982-1987 | Georgian state technical university | Faculty of communication | Georgia |
| 2000 – 2002 | English language courses | International house of English language | Rustavi |
| 2003-2005 | English language studying | With tutors | Tbilisi |

## Computer Skills

I am an experienced computer user . I work with MS Office (Word, Excel, Power Point, etc.), ABBYY Lingvo, ABBYY Fine Reader, Adobe Acrobat (full), WinZip, WinRar, etc. I have a fast Internet connection, E-mail, and FTP. I have a modern PC and notebook, laser printer and scanner.