**LIUDMILA LESHKOVICH**

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PROFESSIONAL SUMMARY

 

Consistent, observant Editor, Proofreader and Translator with over 10 years experience in linguistic-related

services.

EDUCATION

**Teacher of English for non-linguistical school.**: English Language, 2003

**Minsk state pedagogical college #1.** - Minsk, Belarus

**Bachelor of Science**: Sociology, 2008
**Belarussian State University** - Minsk, Belarus

WORK HISTORY

**Multiple projects in writing related spheres.**, 03/2006

**Self-employment.** – Minsk, Belarus

Concurrently managed writing projects with strict deadlines.
Edited ready texts in Russian of any level of difficulty.

Translated non-technical or medical related texts from English into Russian.

Proofread documents, including technical diagrams, with 100% accuracy.

Managed several campaigns at once under tight deadlines.
Wrote and edited long- and short-form materials and more.
Managed art related projects.

All that I managed to organize together with my own education at college and university, so I never stopped
working even when I had to pass my own tests and exams.

**Editor.**, 03/2005 to 10/2006
**"Auto-Business Weekly", publishing** – Minsk, Belarus

Reviewed ready-to publish materials.
Ensured correct implementation of graphic standards.
Managed co-editors, designers, programmers, and others.
Updated digital media with snappy, timely content daily.
Reviewed published materials and recommended revisions to scope, format and content.
Responded constructively to direction and feedback, both positive and negative.
Data entry.

Finding this job does not mean I stopped my freelancing projects, I just tried to improve my financial state

**Stay-at-home mom**, 01/2012 to Current
**Self-employed** – Chico, CA

Even if I had to move to another country, it doesn't mean I'm not planning to support myself, I just need to

make it while parenting!

Keep my professional level high by reading linguistic-related educational sources and passing online
tests, both English and Russian.
Organizing my son's learning activity (reading, writing, counting, arts and crafts, all in Russian and
English languages.
Managing all kinds of housework in very short time, leaving time for things listed above.

SKILLS

Fluent in English Organized and detailed
Extensive knowledge of Russian Personable and approachable
Word processing Accurate and detailed

Proofreading
Extensive vocabulary
Computer proficient
Organizational skills
Proofreading

Familiarity with show-business

Professional and mature
Flexible
Maintains confidentiality
Studied Abroad in Lithuania
Quick learner