

Curriculum Vitae

Personal information

First name(s) / Surname(s)

Maryna Moskalenko

Address(es)

9-36 1st Kinnoi Armii str., 61140 Kharkiv, Ukraine

Telephone(s)

+380 57 7555 077

Cell: +38067 714 00 23

Skype

vimandarinka

E-mail

winni_m@mail.ru

Date of birth

11.07.1982

Work experience

Dates

January 2006 – Till now

Occupation or position held

Translator at VIMARI translation agency, Kharkiv, Ukraine

Main activities and responsibilities

Translation, interpreting

Dates

June 2010 – Till now

Occupation or position held

Translator at Kharkivvodokanal CE, Kharkiv, Ukraine

Main activities and responsibilities

Translation, interpreting

Dates

June 2004 – Till now

Occupation or position held

Translator at Floyd Browne Group (now CT Consultants), USA, Ohio

Main activities and responsibilities

Translation, interpreting

Dates

June 2004 – February 2011

Occupation or position held

Translator at TEKHEX Ltd., Kharkiv, Ukraine

Main activities and responsibilities

Translation, interpreting

Dates

February 2004 – May 2004

Occupation or position held

Translator at "Malyshev plant" State enterprise, Kharkiv, Ukraine

Main activities and responsibilities

Translation, interpreting

Fields of expertise

Engineering, Construction, Fiction, Economics, Law

Rates

Translation \$0.02-0.04 USD/ word

Proofreading \$0.01-0.02 USD/ word

Education and training

Dates

2005 - 2007

Specialty

Business economics

Department

Business Administration

Name and type of organisation

Kharkiv University of Humanities "People's Ukrainian Academy", Kharkiv, Ukraine

Dates

07/2003 – 11/2003

Student practice

Volunteer work in GB

Dates

1999 - 2004

Specialty

Translation (languages: English and German)

Department

Translation and Interpreting

Name and type of organisation

Kharkiv University of Humanities "People's Ukrainian Academy", Kharkiv, Ukraine

Personal skills/ competences

Mother tongue(s)

Russian, Ukrainian

Other language(s)

English – fluent

Social skills and competences

Dynamic leadership, based on goals and environment; ability to raise inspiration, to facilitate and motivate people. Ability to establish nice relationships with people of different age and background

Computer skills and competences

SDL Trados, MS Office, MS Project, MS Access, MS Word, MS Excel, MS Power point, bases of 1C, Indesign, Internet communications, etc.

Other skills and competences

Fast and easy learner, understand frames and rules. Decision-making and generating solutions

