

**ANASTASIA POCHEBYT**

**Nationality: Belorussian**

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**Date of birth: 19/09/1983**

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*PROFILE PAGE: NASTASSIA.TranslatorsCafe.com*

[*http://www.resume-bank.ru/529629.html*](http://www.resume-bank.ru/529629.html)

**OBJECTIVES**

* Foreign Affairs Specialist, Freelance translator, Translator, Interpreter, Secretary.

**SUMMARY**

* 15 years of varied experience in the sphere of office work, cultural communications, translation, interpretation and team administration;
* Experience in taking part in foreign and international conferences, business forums (2009 – International Conference of International Sailing Federation – Madrid, Spain; 2010 - International Conference of International Sailing Federation – Athens, Greece);
* Experience in organizing intercompany business meetings, conferences and forums (2009-2012 – Administrative Secretary in Belarussian Sailing Federation);
* Experience in business trip organization and language support of team members abroad, organizing of business negotiations, preparation of trip documentation - visas, invitations, booking of hotels, accommodations (2010 – business trip of Belarussian Sailing Federation board of directors to Denmark, Odense for contract signing and business negotiations with Danish company “Winner” – producer of sailing sport vessels;
* 2010 – business trip of National Belarussian Sailing Team to Portland, UK - training camp to a sailing regatta;
* Preparation of business contracts, invoices and other commercial documentation (including translation), negotiations with business partners in the process of contract signing (by telephone, e-mail, skype conferences);
* Possess considerable abilities in different areas of linguistics and office work;
* Good oral and written communication skills;
* Knowledge of computer programs and CAT tools:

Trados Studio 2022, MS Word, Page Maker, MS Internet Explorer, Outlook Express, The Bat, MS PowerPoint, Adobe Acrobat, MS Excel, Word-processing, Typewriting.

**LANGUAGES**

* Foreign languages:

English, Spanish, German

* Mother tongues:

Russian, Belorussian

* Language pairs:

Russian/Belorussian-English

English-Russian/Belorussian

Spanish- Russian/Belorussian

Russian/Belorussian-Spanish

**EXPERIENCE**

1. – 2006

* Minsk department of the Belarussian Chamber of Commerce

Freelance Translator

2006-2011

* Ministry of Sport and Tourism of the Republic of Belarus (Sailing Department)

Translator (interpreter), International secretary

2006 – 2011

* Belarussian Sailing Federation

Translator (interpreter), Secretary General, Foreign Affairs Specialist

2008 - 2010

* Translation bureau “Translation Planet” (Minsk, Belarus)

Freelance Translator

2010 – 2023

* Freelance Translator, Corrector

**EDUCATION**

2000-2001

* European Humanitarian University (Minsk)

Special English Courses

2001-2006

* The Institute of Modern Knowledge (Minsk)

Faculty: Modern Foreign Languages

Profession: Translator (English, German)

Specialization: Foreign Affairs

**PERSONAL**

* Good at working with people/paper, responsible, good computer skills, internet 24/7, Trados Studio 2022.

**SUBJECT AREAS**

* Architecture, Art, Biology, Business Administration and Management, Business General, Business Marketing, Computer Engineering, Design, Ecology, Economics, Education, Child Care, Civil Engineering, Computer and Information Sciences, Engineering, Environmental Science, Ethnic and Cultural Studies, Health, Humanities and Humanistic Studies, Information Sciences and Systems, Linguistics, Medicine, Science (General), Sport, Tourism and Travel.