

Olena (Aileen) Maklakova

Purpose	Translator position		
Experience (translation, reviewing and DTP only)	2012 – current	Freelance	Funchal Portugal
	Translator, DTP specialist		
	<ul style="list-style-type: none">Translation (English/German/Portuguese to Ukrainian/Russian) Translated reports, technical and promotion materialsDTP Prepared pre-press and web page layouts. The largest scale project: Agilent Technologies Application Notes and Compendia		
	1999 to 2012	Interconsultancy Ltd. (Ukrainian Office)	London UK / Kiev Ukraine
	Translator, reviewer, project manager		
	<ul style="list-style-type: none">Translation project manager Organised localisation processes for Canon user manual translation & review Managed terminology DB and translation memoriesTranslation and reviewing (English/German to Ukrainian/Russian) Translated and reviewed numerous materials. The largest scale projects: Adobe SW UI & manuals; Bosch electric instruments catalogues and POS materials; Bosch-Siemens domestic appliances user manuals and POS materials; Samsung printer and MFD user manuals; Canon printer and MFD user manuals; Volvo operation and maintenance manuals; Bentley car manuals; Alcon Laboratories – medical equipment manuals and clinical test reports		
Areas of Expertise (translation & reviewing)	IT (HW, SW, networks), automotive, domestic appliances and DIY equipment, forestry & agriculture, life sciences, pharmacy		
Background	1986 to 1992	Ukrainian Academy of Agriculture	Kiev Ukraine
		<ul style="list-style-type: none">M.Sc. in Forestry Engineering	
	1990 to 1991	Business Ladies' School	Kiev Ukraine
		<ul style="list-style-type: none">Management	
Languages	Ukrainian, Russian – native (bilingual); English, German – profound knowledge at written translation level; Portuguese – good working level		
Supplementary Info	PC & LAN: system administrator level		
	Translation aids: Star Transit, SDL Trados, e-dictionaries Pre-press and DTP SW: Adobe PageMaker, Illustrator, InDesign, FrameMaker; Quark XPress		
Hobbies	Orchids, Gardening & Landscaping, Japanese flower arrangement (Ikebana) and Japanese tea ceremony (Chanoyu), Chinchilla training		