

OLGA TEPLYKH (<http://www.proz.com/profile/1061594>), native Russian.

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**Objective:** Available as a translator from English into Russian.

**Credentials:** Philologist, Translator, Teacher of the English Language - Master's Diploma KB No.400219 issued by Far Eastern State University (Russia) as of June 28, 1983, Reg.No.11313;  
Master of Arts in Philology – Certificate BO No.022064 issued by Inter-Regional Extramural University of Personnel Management (Ukraine) as of November 02, 1995, Reg.No.2264.

**Experience:** 19 years

### My long-term current projects and key customers

Since 2012 – long term contract with AUM Translation Agency (Russia). Marketing, management, finance, business, HR, economy.

Since 2009 – long-term cooperation with theBigWord Translation Agency (Great Britain). Marketing, marketing research, management, corporate training, finance, business.

Since December 2012 - long-term project with Booking.com (Netherlands); Tourism and hospitality (translation, transcreation, localization). Tour Guides, Hotel Descriptions, Ads.

Since 1998 – till present time: Long-term contracts with BDO Balance-Audit AF LLC international audit company (legal translations, contracts, articles, powers, international employment law, professional ethics, codes, audit reports, HR, assessment reports, financial statements, due diligence, international standards and procedures in accounting and auditing; Illustrative Financial Statements.

Since 1998 – till present time: Long term contracts with PrivatBank and CreditDnepr, the leading Ukrainian banks. (Banking, human resources, training, contracts, law, finance, accounting, marketing, business).

October 2009 – present time - long-term projects with TechTrad Inc. (Canada). Corporate training for global companies, lean production, process optimization, best practices, HR management and processes, supply chain management, leadership, EHS, e-learning; company policies, strategy, profile, mission, vision, code of ethics etc. Leading Russian translator. Over 8000 paged translated.

1999 – 2009: Balance Business Books (Ukraine) and Eksmo (Moscow, Russia) – 32 books translated in culture/history, finance and banking, marketing, management, business, social science, HR. The full list is given below.

TYCOONS Charles Morris	How Andrew Carnegie, John D. Rockefeller, Jay Gould, and J. P. Morgan Invented the American Supereconomy
274 THINGS YOU SHOULD KNOW ABOUT CHURCHILL Patrick Delaforce	274 things you should know about Churchill
BUSINESS-TO-BUSINESS MARKETING Ray Wrigh	A step-by-step guide
THE APPRAISAL CHECKLIST Brian Watling	Help your team get the results you both want

MANAGER.S BOOK OF CHECKLISTS Derek Rowntree	Instant management solutions when you need them.
FIRST THINGS FIRST. TIME MANAGEMENT. Patrick Forsyth	How to manage your time for maximum performance.
The MARKETING AUDIT HANDBOOK Aubrey Wilson	Tools, techniques & checklists to exploit your marketing resources.
CUSTOMER CENTERED SIX SIGMA Earl Naumann, Steven H. Hoisington	Linking customers, process improvement and financial results.
BUSINESS PROCESS BENCHMARKING Robert C. Camp	Finding and implementing best practices.
SMART BUSINESS METRICS Bob Phelps	Measure what really counts and manage what makes the difference.
STRATEGIC BUSINESS PLANNING Clive Reading	A dynamic system for improving performance & competitive advantage. (2nd edition)
FAMILY BUSINESS (3rd edition) Peter Leach and Tony Bogod	Intended as a guide for those involved in family business
HR MANAGEMENT (2nd edition) Nelarine Cornelius	A managerial perspective
THE NEGLECTED FIRM Jorge A. Vasconcellos e S.	Every manager must manage two firms: the present one and the future one.
BANKING ANALYST.S HANDBOOK Stephen M.Frost	Money, risks and conjuring tricks
THE 60-SECOND COMMUTE Erica Orloff, Kathy Levinson, PhD	24/7 home office management
MANAGING CORPORATE CHECKBOOK Steven R. Kursh	A Manager's Guide to Executing Successful Business Investments
THE CHINESE CENTURY Oded Shenkar	The Rising Chinese Economy and Its Impact on the Global Economy, the Balance of Power, and Your Job
THE TRAVELS OF A T-SHIRT IN A GLOBAL ECONOMY Pietra Rivoli	An economist examine the markets, powers, and politics of word trade
FROM ICE-CREAM TO THE INTERNET Scott A.Shane	Using Franchising to drive the growth and profits of your company
VALUE-BASED MANAGEMENT John D. Martin, J. William Petty, William J. Petty	The corporate response to the shareholder revolution
VENTURE CAPITAL INVESTING David Gladstone, Laura Gladstone	The complete handbook for investing in private business for outstanding profits
USING AND INTERPRETING COMPANY ACCOUNTS Wendy Mckenzie	Using and interpreting company accounts
ADVANCED PROJECT MANAGEMENT Harold Kerzner	Best Practices on Implementation
ESSENTIALS OF MARKETING Frances Brassington, Stephen Petitt	Essentials of marketing
THE JOHN DEERE WAY David Magie	The John Deere Way presents timeless business lessons from one of America's top brands

<b>ESSENTIAL PRINCIPLES FOR FUNDRAISING SUCCESS</b> G. Douglass Alexander and Kristina J. Carlson	An answer manual for the everyday challenges of raising money
<b>THE FASHION HANDBOOK</b> Tim Jackson, David Shaw	The indispensable guide to the fashion industry

**Preferred subjects:**

Marketing, Ads, Tourism and Hospitality, Business Administration and Management, HR, Economics, Social Sciences, Art/Literary, Corporate Training, Codes, Strategy.

Services: translation, transcreation, localization.

Average output per day: 2000 + per day;

Experience in working on different file formats: MS Word, PowerPoint, Excel, PDF.

**CAT Tools:** Trados , MemoQ.