



Bdaitsiyev Roman

[bdaits`ijev r`oman]

Translator

36, Toporovsky Street
Kolomyia, Ivano-Frankivsk reg.
Ukraine 78200
M +380 (93) 3279918
Skype panzer-jager
voanerges@gmail.com
www.voanerges.magnitze.com

Experience

Executive director, [Translation Bureau TUREN](#)

2010-...

Finding new customers, participation in translational tenders, coordination of the work of translators, translation project management, preparation and monitoring of estimates and working schedules, preparation and processing of reports, translation and proofreading in extrem sport, technical, aeronautical, financial and marketing fields. Translation for: SEB Bank Ukraine, Komora-S Ltd., DP UKRAVIARUKH, Raw-Agro Ltd.

PSRA Team head, [Actek-C Ltd.](#)

2008-2010

Formation of the PSRA (Project and Site Regulatory Affairs) team (7 people) and coordination of staff (planning and control) in the central and regional offices. Work with project documentation, archives, primary data input and maintenance of the PSRA add-on of online database [Maximo](#), business correspondence, preparation of contracts, monitoring of payments, preparation and processing of reports. Close cooperation with the customer - [Astelit Ltd.](#) and subcontractors, regulatory authorities (Sanitary, Fire and Labour Departments) and executive authorities; meeting with owners and local residents, organization and holding of public hearings.

Assistant of chief engineer of projects, [Archispace Ltd.](#)

2007

Working with constructional drawings, collaboration with clients and subcontractors, preparation of estimates and annexes to the treaties.

Editor, [KP Media](#)

2006-2007

Working with information resources, translation, analysis, placement of informational materials on [Web-site](#).

Engineer for Technical Supervision, [Sumatra Ltd.](#)

2006

Preparation of technical specifications (drawings, schedules of works and descriptive part) and collaboration with the heads of IT and PR departments and chief engineer service, control of subcontractors, preparation and holding of tenders.

Translator, [STS Ltd.](#)

2005-2006

Translation of documents and contracts, participation in business negotiations, work with spreadsheets and documents, layout of brochures, translation of construction drawings, information retrieval, working with suppliers, work with advertising media, preparation of



Freelancer

tender documentation, establishment of business linkages in the western part of Ukraine.
Translation of drawings of working project on Phillip Morris Ukraine tabaco factory.

Education

[National Technical University of Ukraine "Kyiv Polytechnic Institute" – Mechanical Engineering institute](#), department of engineering mechanics: toolmaking production – bachelor, 2002-2006

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[National University "KYIV-MOHYLA ACADEMY"](#) – faculty of liberal arts: philosophy – incomplete higher education, 1998-2001

Professional skills

Experienced user of Windows OS and Mac OS. Using CAT tools: SDL Trados 2007 and SDL Trados Studio 2009, SDL Multiterm 2009, SDL Passolo 2009. Professional user of major office suites: MS Office, Open Office, iWork and Google Docs; working with project management software programs: MS Project, Merlin, Omni Project and Projector; confident user of Adobe Illustrator, Adobe Photoshop, Coral Draw, Adobe PageMaker, Adobe InDesign, QuarkXPress, ArchiCAD and AutoCAD. Worked with online database Maximo.

Languages

Native languages: Russian and Ukrainian; fluent – English; basic – German and Polish.

Working pairs: English => Russian and Ukrainian; Russian <=> Ukrainian.

Dictionaries

During translation process I refer to different dictionaries and official glossaries. Among them are desktop software ([ABBYY Lingvo x3 Multilingual Version](#), [OALD7 Compass CD-ROM](#) and [Ukrainian Dictionaries 3.2](#)), on-line services (www.multitran.ru, [wiktionary](#), www.merriam-webster.com, www.yourdictionary.com, www.britannica.com and www.microsoft.com) and paper dictionaries (Oxford-Russian Dictionary (4th edition), English-Russian Politecnical Dictionary (87000 terms), English-Russian Dictionary of Civil Aviation, International Civil Aviation Vocabulary and [The Illustrated Dictionary of Mechanical Engineering](#)).

Interests and hobbies

Like to travel and spend time with my friends. Fond of photography and mountain bike.

Able to study and to work in team under pressure.