

Name: Sveta

Professional translator: English <> Russian

Experience in translation and proofreading: 10+ years

MOTHER TONGUE: Russian

SPECIALIZATIONS:

GENERAL Education, websites, certificates, correspondence, tenders

BUSINESS Tourism, accounting, banking, financial, logistics, shipping

TECHNICAL IT, hardware and software, machinery, electronics

LEGAL Contracts, official documents

Education

2010 **Bohdan Khmelnytsky Cherkasy National University**
Institute of Foreign Languages
Department of English Philology
Degree: Masters

Work Experience

07/2004 – until now (Freelance translator with many agencies)

Currently working in India on a large translation project

Some Important Translation projects:

- Oil and gas translation projects for one of the leading oil companies from Russia

- Military related projects for UN peace keeping operations

Few Courses:

• Computer Courses (Windows; MS Office; Internet; Basic HTML knowledge).

• English speaking Courses, 2003. Was an active participant of English speaking Courses in American Centre (Kharkiv, Tchaikovskogo 12).

• English speaking Courses, 2004. Completed 6 months of training in English speaking Courses led by American Peace Corp. Volunteer David Johnson from San Diego

Skills:

- Communication skills, responsibility, ability to handle stress
- Promptness, punctuality
- Striving for development and professional growth
- Fast learning ability
- Constant availability

Check my website for further details:

www.pstranslation.in

Skype: pstranslation