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| **Objective** | Job of a free lance translator |

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| **Svitlana Skrypchuk** | D:\Мои документы\Desktop\175015_168050326578444_7710656_o.jpg |
| Kv.188, #31 prospekt Myru, Kryvyi Rih, Dnipropetrovs’ka oblast, Ukraine 50074T: mob. +380962318222 home:+380564749309E: sv3tas@gmail.com Skype: bonyara55 |

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| Summary  | A pro-active person who has a relentless drive to have a broad impact rather than just deliver results. Possessing experience of translating and interpreting English to Russian/Ukrainian and vice versa, providing clear guidance and leadership to a team and ensuring that all legislative requirements are fully met. As a professional educator, a confident communicator with strong interpersonal skills. Interested in doing translations of various types for a supplementary income  |

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| Skills  |  | **Professional**  | **Personal**  |
|  |  | Meeting important deadlines | Strategic thinking |
|  |  | Leadership skills | Conflict resolution |
|  |  | Information gathering | Problem solving |
|  |  | Follow up | High levels of integrity |
|  |  | Conscientiousness  |  |

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| **Work history** | **Period**  | **Position**  | **Responsibilities**  |
|  | September, 2006—present2015-20162005-2006 | A teacher of English, a chair of Foreign Languages Dept at school # 4, Kryvyi RihAn interpretor for a project of ICLD (Sweden)Full time interpretor and translator for Mittal Steel Company Kryvyi Rih | * Giving lessons of English
* Defining project scope, objectives, milestones & deliverables
* translating, proofreading & reviewing, etc
* interpreting at the workshops and meetings within the agenda
* translating documents
* interpreting at the meetings and negotiations
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| **Education & Trainings** | **Period**  | **Institutions**  | **qualifications** |
|  | May 2014 – December 2015 | ICLD ITP Local Political Leaders – Capacitating Women in Politics  | Alumnus (Certificate of Completion) |
|  | June 2005 – August 2005 | American Councils, TEA (Excellence in Teaching Award) funded by U.S. Dept of State | Alumnus (Certificate of Achievement) |
|  | September 1986 – June 1991 | Local Pedagogical University | A teacher of English (Diploma) |

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| **Languages**  | English (fluent), Ukrainian (fluent), Russian (native speaker) |

**Tools used for translation** SDL Trados, J-CAT

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| **References**  | On requestMs Kristin EkströmProgramme Officer, ITPPhone: +46 (498) 29 91 46E-mail: kristin.ekstrom@icld.se |