



TATSIANA LAVROVA

Place of birth: Belarus, Minsk

Date of birth: 20.11.1988

**Native languages: Russian,
Belarusian**

Skills: _____

English, Chinese:

Good command

*Working knowledge of computer
programs:*

Trados, SmartCat

*Microsoft Office (Word, Excel,
Power Point, Access)*

PhotoShop

Contact details: _____

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References: _____

Sundelight, ODO

Natalia Lebedeva, Director

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WORK EXPERIENCE

Oct 2013 – onwards

Freelance Translator

*-written translations of legal, financial, medical, and
technical documentation;*

- interpreting

Sept 2016 – onwards

Assistant director

SunDelight, ODO (Minsk, Belarus)

Responsibilities:

- Translation of instructions, brochures into Russian;

- Interpreting of negotiations;

*- Carrying on business correspondence in English or
Chinese ;*

*- Documentation management (including HR record
keeping);*

- Preparing documentation for tenders;

- Preparing presentations

Jul 2012 – Aug 2016

Translator

BELGEE, CJSC (Borisov, Belarus)

*Responsibilities: oral and written translations in the
automobile manufacturing field.*

EDUCATION

Sep 2007 – Jul 2012

MINSK STATE LINGUISTIC UNIVERSITY

*Specialist Diploma in Modern Foreign Languages
(translation)*

*Qualification: linguist, translator of Chinese and English
languages*