Vitali Ilyin

Freelance Translator

**PERSONAL SUMMARY**

A multi-skilled, reliable and talented translator, with a proven ability to translate written documents from English to Russian. A quick learner, who can absorb new ideas, can communicate clearly, effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

**WORK EXPERIENCE**

Freelance translator June 2012 – Present

Working freelance for a different translation agencies providing a translation and interpretation service to clients where needed (specializing in the field of tourism, electronics, cinema, media, journalistic, IT etc.). Involved converting documents and articles from English into Russian, ensuring that the finished converted articles relay the intended message as clearly as possible.

**Duties:**

* Translation of documents/letters from English to Russian.
* Proofreading/reviewing existing translations against the English source.
* Researching legal and technical phraseology to ensure the correct translation is used.
* Translating subtitles from English into Russian language.
* Liaising with clients to discuss any unclear points.
* Providing guidance, feedback and creating customer-specific style guides.
* Revising more junior translators' translations.
* Working as a translator for Law firms, charities and local councils.
* Supporting the translation team with other projects when necessary.
* Retrieving articles from newspapers, magazines & the internet & translating them into Russian.

**KEY SKILLS AND COMPETENCIES**

* Excellent writing skills in native language (impeccable spelling and grammar).
* Possess a strong knowledge of the English Language.
* Ability to condense text while retaining the meaning.
* Familiar with translation software tools.
* Excellent communication and social skills.
* Highly skilled in Word, Excel and Microsoft Outlook.
* Hardworking and dedicated.
* Pro-active, confident and organized.

**PERSONAL DETAILS**

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