Oksana Biliavska

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Freelance Translator

*English-Russian* • *English-Ukrainian* • *Russian-Ukrainian*

*Engaging and motivated Translator with an outstanding memory, excellent typing skills, a large linguistic database, and the ability to work within various text formats and settings.*

— Key Qualifications —

* Exceptional Freelance Translator with proven success working with Translation Agencies and Direct Customers.
* Highly analytical thinker with expertise in a variety of Translation Fields including Legal, Contracts, Banking, Finance, Business, General, and Correspondence; Extensive work with Trados Studio.
* Patient, hard-working translator with experience participating in government-funded projects, excellent communication skills, and a commitment to teamwork and growth
* Visionary professional with the capacity to think outside-the-box to determine the best course of action for clients and businesses through use of skills that transfer across multiple industries.
* Creative problem solver with ability to multitask seamlessly; skilled in collaborating with all members of an organization to achieve successful outcomes.
* Translated over eight million words throughout career with the ability to type over 50 words per minute with a focus on values and culture.

Professional Experience

**Freelance Translator,** 2015 to Present

Maximize operational efficiency of prominent, highly sophisticated projects through ongoing work with translation agencies and direct customers. Demonstrate calm, clear-headed leadership through participation in government-funded projects.

*Selected Contribution:*

* Successfully completed over 100 large projects and numerous small projects.

**ABC Translation Agency**

**Translator,** 2009 to 2015

Created energy and stability as full-time English translator and Russian-Ukrainian / Ukrainian-Russian translator. Maximized productivity and provided vital structure as part of a dynamic team with translation responsibilities for Ukrainian Corporate clients and Public Authorities.

*Selected Contributions:*

* Gained knowledge and ability to successfully meet deadlines, create schedules, identify core assignments, and accomplish related assignments concurrently.
* Developed ability to increase pace of document preparation for translation by adjusting font and removing unnecessary spaces and characters.
* Participated in glossary preparation for projects that required strict adherence to specific terminology.

**ABC Translation Agency**

**Account Manager,** May 2008 to May 2009

Exhibited insightful leadership and enhanced clarity of mission through meticulous oversight of customers’ orders and contract negotiation.

*Selected Contributions:*

* Demonstrated innovation and capacity to excel through expert facilitation of translator-customer communication and by deftly handling clients’ questions and concerns.
* Managed key customer accounts, distributed assignments, and coordinated numerous projects involving up to 20 translators.

**Freelance Translator,** 2002 to 2009

Defined direction that catalyzed coordination across departments through expert translation of legal and banking documents, instructions, and personal correspondence.

*Selected Contribution:*

* Created durable success through participation in Ministry of Justice Project including translation of European Court Decisions and other vital contributions.

*Additional Translation Experience as Volunteer Translator in English-speaking camps (consecutive interpretation), 1999, 2000, and 2001.*

Educational Background

**Law and English Translation*, with honors***

Kyiv National Linguistic University, Ukraine

**Additional Training**

Corporate Training: *Translators’ Secrets* (Proofreading, Prompt and Efficient Check, Document Conversion and Formatting, Google Search for Translators, Working with Trados Studio and other useful translator's tips

**Certifications**

Trados Studio • SmartCat • Microsoft Word, Excel, and PowerPoint • PDF-Converters