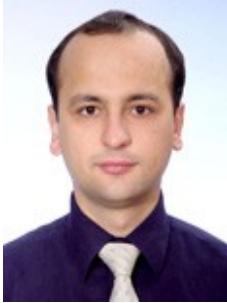


Europass Curriculum Vitae

Personal information

First name(s) / Surname(s)	Vitalii Hrytsak	
Address	prov. Kvitnevi 10/32 04108 Kyiv (Ukraine)	
Telephone(s)	+380 44 592 8182	Mobile +380 97 516 1141
E-mail(s)	translations@euromediacompany.com	
Nationality	Ukraine	
Date of birth	28 January 1977	
Gender	Male	

Desired employment / Occupational field

Work experience

Dates	01 July 2012 →
Occupation or position held	Freelance translator
Dates	03 October 2011 - 21 June 2012
Occupation or position held	Safety & Security Assistant (Stadia Operations Department)
Main activities and responsibilities	Administrative support to SNS Manager; preparing analytical materials, reports and PP presentation; meetings / business trips organization; taking minutes at the meetings; managing the flow of correspondence/documents; translation and interpretation
Name and address of employer	UEFA LOC "EURO 2012 UKRAINE"
Dates	01 March 2006 - 30 September 2011
Occupation or position held	Freelance translator/interpreter
Dates	01 November 2003 - 30 May 2006
Occupation or position held	Project Manager
Main activities and responsibilities	Participation in negotiations processes, retrieval and analysis of information, translation and interpretation, duties of Office-Manager
Name and address of employer	CFC Consulting Company 8, Kostyolna Street, floor 6, 01001 Kyiv (Ukraine)
Type of business or sector	Administrative and support service activities
Dates	02 February 2002 - 30 October 2003
Occupation or position held	International Communications Expert
Name and address of employer	Honorary Consulate of the Republic of Slovenia in Ukraine 17-1, Gorodetskogo Street, 01030 Kyiv (Ukraine)
Type of business or sector	Administrative and support service activities
Dates	01/10/2000 - 30/10/2001
Occupation or position held	Manager of Internet Projec

Main activities and responsibilities	Development and maintenance of web-site, on-line selling, research of Ukrainian music market, participation in releases of new audio-albums of Ukrainians singers									
Name and address of employer	Music Shop NOTY, KYIV 316 B. Khmelnytskoho Street, Kyiv (Ukraine)									
Type of business or sector	Arts, entertainment and recreation									
Dates	01 August 1998 - 30 October 1998									
Occupation or position held	Head of the group of Ukrainian students during exchange program									
Main activities and responsibilities	Work coordination, interpretation for Ukrainian and Polish students.									
Name and address of employer	G's Fresh Salads Ltd (United Kingdom)									
Type of business or sector	Agriculture, forestry and fishing									
Education and training										
Dates	01/09/1996 - 14/07/1998									
Title of qualification awarded	Bachelor Degree in Linguistics									
Principal subjects / occupational skills covered	English Philology, Technical translations									
Name and type of organisation providing education and training	National Technical University of Ukraine "Kyiv Politechnical Institute" Kyiv (Ukraine)									
Dates	01/09/1994 - 31/07/1998									
Title of qualification awarded	Bachelor Degree in Electronics									
Principal subjects / occupational skills covered	Electronic devices and equipment									
Name and type of organisation providing education and training	National Technical University of Ukraine "Kyiv Polytechnic Institute" Kyiv (Ukraine)									
Personal skills and competences										
Mother tongue(s)	Ukrainian									
Other language(s)										
Self-assessment										
European level (*)										
Russian	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
English	C1	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C2	Proficient user
Polish	C2	Proficient user	C2	Proficient user	C1	Proficient user	C1	Proficient user	C1	Proficient user
Czech	B1	Independent user	B2	Independent user	A2	Basic User	A2	Basic User	A1	Basic User
(*) Common European Framework of Reference (CEF) level										
Social skills and competences	<ul style="list-style-type: none"> * Problem-solving attitude; * Responsibility, Self-respect and self-reliance; * Strong referential values of fairness, equity and dignity; * Ability to establish and maintain good working relations with people of different national and cultural backgrounds; 									
Organisational skills and competences	<ul style="list-style-type: none"> * Administrative support for Upline Managers; * Business trips organization; 									

	<ul style="list-style-type: none"> * Managing the flow of correspondence/documents;
Technical skills and competences	<ul style="list-style-type: none"> * Proficiency in organizing efficient translation process (including selection procedures, quality control, coordinating, writing style guides and instructions, maintaining Termbases and Translation Memories)
Computer skills and competences	<ul style="list-style-type: none"> * Proficiency in MS Office products (Words, Excel, Access, PowerPoint, Outlook, Project); * Proficiency in Google products (including Google Documents and Google Translator Toolkit); * Computer Assisted Translation Tools: SDL TRADOS, Across, Idiom World Server, Wordfast
Artistic skills and competences	Good training skills
Other skills and competences	<p>Typing speed:</p> <p>English: 260 characters per minute</p> <p>Ukrainian/Russian: 300 characters per minute</p>
Driving licence(s)	C, C1, B, B1, BE