

lena.translation@gmail.com

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Crowley, TX 76036

## Skills

- Consecutive / simultaneous interpretation
- Editing skills
- Cultural understanding
- Localization research
- Transcribing
- Subtitling
- Audio editing
- Audio translations
- Organizational skills

## Education And Training

07/2007

### Master of Arts:

International Relations And Affairs

### Omsk State University

Omsk

07/2019

### Master of Arts:

Language Interpretation And Translation

### Omsk State University

Omsk

## Languages

### Russian:

Native/ Bilingual

### English:

Full Professional

### German:

Professional

### Italian:

Limited

### Spanish:

Elementary

# Elena Kaverzneva

## Summary

I am a talented Interpreter with advanced conversational abilities in English and German. I maintain emotion, style, and content of speaker's words in translations and am familiar with deeper cultural context behind phrases. Beyond that, I am an organized and motivated employee eager to apply my time management and organizational skills in various environments. I am aiming to enhance my professional level by seeking various opportunities to expand my skills while facilitating company growth.

## Experience

### Freeletics - Localization Specialist

02/2017 - Current

- Delivered accurate, timely written translations for the client.
- Proofread translations to identify and correct punctuation, grammatical and translation errors.
- Reviewed and updated translations to conform to contemporary trends and developments.
- Verified document translation consistency using translation memory software and CAT tools (Transifex, WordBee).
- Created style guides, glossaries and terminology databases to produce translations.

### Self Employed Services - Translator and Interpreter /Localization Specialist

12/2016 - Current

- Delivered real-time, accurate oral translations and interpretations for clients.
- Consulted dictionaries, lexicons, encyclopedias and computerized terminology banks to aid in translation.
- Juggled multiple projects and tasks to ensure high quality and timely delivery.
- Demonstrated self-reliance by meeting and exceeding workflow needs.
- Provided excellent service and attention to customers when face-to-face or through phone conversations.
- Offered verbal document translations for professionals.
- Generated video subtitles and developed translations in target language (EN-RU).

### Gazprom Neft - Omsk Oil Refinery - Lead Specialist for Technical Translation

Omsk, Russia

03/2019 - 10/2021

- Translated client technical, design, and engineering documents between English and Russian.
- Proofread translations to identify and correct punctuation, grammatical and translation errors.

## Certifications

### Courses / Further Education:

- Sommerdeutschkurs am Meer 2018 (German Language Summer Course), August 01-30, 2018, JADE Hochschule (Wilhelmshaven, Germany)
- B2.1 Deutschkurs (German Language Course) by Goethe Institute accredited Language Center, January-April, 2019 (Omsk, Russia)
- Working with Translation by Cardiff University (online)
- Introduction to Screenwriting by University of East Anglia (online)

## Miscellaneous

Experience in working with translation software and CAT tools:

- WordBee
- Transifex
- Smartling
- Memsource
- Trados
- Aegisub Advanced Subtitle Editor
- Subtitle Edit

- Translated important departmental materials and mails.
- Offered verbal document translations for professionals of all Departments.
- Delivered real-time, accurate oral translations and interpretations for clients during onsite and offsite meetings.
- Interpreted conference calls and other workplace communications in real-time.
- Created glossaries and terminology databases to produce translations.

### **Booking.com HQ - Translator**

*Omsk, Russia*

*05/2014 - 11/2016*

- Translated Booking.com website texts and descriptions between languages (EN-RU).
- Proofread translations to identify and correct punctuation, grammatical and translation errors.
- Reviewed and updated translations to conform to contemporary trends and developments.
- Verified document translation consistency using translation memory software provided by Booking.com.

### **Yastro Co. - Foreign Suppliers Manager**

*Omsk, Russia*

*04/2012 - 04/2014*

- Negotiated contracts with foreign suppliers (Ireland, Australia, Argentina) to get the best deal on dairy products and minimize costs to company and customers.
- Reviewed proposed contracts against established policies, guidelines and legal requirements to identify critical issues.
- Sat in on meetings with foreign suppliers to provide members with oral translations of conversations and information (EN-RU /RU-EN).
- Translated client documents, important departmental materials, and emails between languages.
- Purchased, coordinated and distributed materials necessary for production, maintenance functions and used by area personnel.
- Implemented clear and effective planning strategies to meet supply needs, meet demand and optimize distribution.
- Tracked data to forecast requirements and determine appropriate reorder points for optimal inventory levels.
- Maintained accurate records and provided traceability of documentation by applying required inventory management accounting and control systems.

### **Tea World, Group of Companies - Personal Assistant to the Owner**

*Omsk, Russia*

*10/2007 - 04/2012*

- Organized personal and professional calendars, including reminders for upcoming meetings and events.
- Attended business meetings and took meeting minutes.
- Scheduled conferences and made hotel, airfare and ground transportation arrangements and reservations.
- Prepared and updated office records, spreadsheets and presentations to support executive needs and enhance office productivity.

- Handled incoming and outgoing mail, email and faxes.
- Conducted extensive online and phone research.
- Restocked office and break room supplies to maximize team productivity.
- Traveled abroad with the Owner to facilitate communication and provide oral translation at meetings.

**The Kite Loft - Sales Assistant**

*Ocean City, MD*

*05/2006 - 09/2006*

- Used product knowledge to assist customers and suggest products.
- Accepted and completed cash, check and credit card payments.
- Answered incoming telephone calls to provide store, products and services information.
- Answered customers' questions about available products, prices and features.
- Responded to customer requests for unavailable products and suggested other suitable options.

**Anthony's - Waitress**

*Ocean City, MD*

*05/2006 - 09/2006*

- Greeted customers, answered questions and recommended specials, and desserts to increase profits.
- Relayed orders and special requests to cooks.
- Inventoried food supplies to determine needs and replenish stations.
- Stocked server areas with supplies before, during and after shifts.
- Maintained accuracy while handling payments, giving change and printing receipts to customers.