



TRANSLATION // PROOFREADING // EDITING

Over 18 years of experience in the **ENGLISH – UKRAINIAN / RUSSIAN – ENGLISH** translations both in-house and as a freelancer. My extensive in-house experience in close interaction with industry professionals and high technologies let me develop strong translation skills in law, business, finances, oil and gas, mining, hydropower, construction, technologies, etc.

Result-driven and passionate about building effective relationships with clients and delivering accurate and grammatically and stylistically correct documents. Competent with SDL Trados Studios CAT TOOL.

IULIA KOLAICHUK

“Result- and quality-oriented I am highly dedicated to deliver the best product expected”

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Kyiv, Ukraine

LANGUAGES

Ukrainian (native)
Russian (native)
English (fluent)
Spanish (fluent)

SKILL HIGHLIGHTS

- Effective Time Management
- Adherence to deadlines and guidelines
- Analysis & research
- Attention to detail
- Strong communication skills
- Building terminology glossaries
- Use of translation memories for consistency of translation
- Quick learner

EDUCATION

2000-2003

Post-graduate Spanish language course at the Institute of foreign languages,

Taras Shevchenko National University of Kyiv

1995-2000

Master's degree with honors in English and Spanish languages and literature,

Institute of foreign languages, Taras Shevchenko National University of Kyiv

EXPERIENCE

Freelance translator

9/2020 - till present

Corporate clients and notaries with a long-term history of cooperation, Kyiv, Ukraine

- **Law** (legal agreements, patents, employment agreements, codes of conduct, tenders/bids, court judgments, powers of attorney);
- **Business** (presentations, websites, agreements, minutes of meetings, memoranda and articles of association, certificates of incorporation, real estate appraisals);
- **Finance** (financial statements, audit reports, insurance policies);
- **Technology** (user manuals, product description, oil and gas).

Technical Translator for the English-speaking (U.S.) CEO

08/2019 - 09/2020

PJSC UkrGasvydobuvannya, Kyiv

(State-owned public company, the largest Ukrainian gas company producing about 73% of the Ukrainian gas)

- Interpreted at daily routine meetings, weekly meetings of the company's top management, Investment Committee meetings, Company's workshops, etc;
- Accompanied the CEO on business trips to the Company's Production Business units and drill sites all over Central and Eastern Ukraine;
- Provided verbal summaries of documents for immediate use;
- Translated internal documents, correspondence, agreements, presentations, etc;
- Kept a register of written translations.

Senior Translator

05/2019 to 07/2019

Duglas Alliance Ltd, Kyiv

(Hydropower plant construction project at the Republic of Equatorial Guinea with the head office located in Kyiv)

- Headed a team of 6 translators at the company with a few hundred employees with big translation volumes in law, accounting/auditing, hydropower engineering and construction, logistics, etc.;
- Managed and prioritized translation requests to meet delivery expectations;
- Introduced TRADOS Studios CAT tool to the translation department to optimize translation processes both quality- and time-wise which was acknowledged as highly efficient by the Company after the first month of its application;
- Arranged regular lectures with the company's leading engineers for the translation department, which subsequently considerably improved the quality of translation;
- Communicated collaboratively and effectively with all departments depending on their requests and demands;
- Provided linguistic support to colleagues, revised the work of junior translators.

COURSES

9/2010

Senior First Aid Incl CPR Course
St John Ambulance,
Sydney, Australia

01/1997-06/1997

Diploma with honors in Business
Administration and Tourism
Kyiv Educational Center for
Tourism at the State Committee
for Tourism of Ukraine

SOFTWARE

Windows,
Adobe Acrobat, Adobe Reader
Microsoft Power Point,
Microsoft Word, Microsoft Excel,
WinRar, WinZip

CAT TOOLS

SDL Trados
MateCat

MAX DAILY OUTPUT

2000 words/day

INTERESTS

- Ping-pong
- Hiking
- Skiing
- Piano
- Cooking/baking

Translator and Field Assistant

2010 to 2018

Onyx Global Exploration

(Geologic exploration company specialized in subsurface surveys with the use of innovative exploration technology)

- Translated correspondence;
- Kept the company's website updated;
- Interpreted during online/offline negotiations, conferences, technology presentations,
- Assisted the technology operator via interpreting during field exploration projects abroad including Australia, USA, Canada, Colombia, etc.;
- Assisted during airborne mapping surveys, on-ground surveys, field data processing using specialized software;
- Translated interim and final field survey reports.

PA and Translator for the Beneficial Business Owner

2004 to 2010

Big Holding of companies including hotels, construction, production and transportation companies, Kyiv, Ukraine.

- Acquired substantial translation practice in business, law, construction including translation of contracts, agreements, incorporation documents, minutes of meetings, powers of attorney, financial statements, balance sheets, real estate appraisals, etc.;
- Arranged business trips abroad, applied for visas;
- Translated correspondence with overseas suppliers, architects, etc..

PA and Interpreter for the English-speaking Project Manager

2003 to 2004

Turkish Construction Company "Renaissance Construction", Kyiv

(Slavutich Brewery construction project)

- Translated contracts, quotations, correspondence, bid documentation, specifications;
- Did interpretation during daily internal meetings, negotiations with subcontractors, suppliers, often at the construction site.