

# Ksenia Dvornikova

Native Speaking English to Russian Translator/ Editor/ Proofreader – Law, Finance, Business, Accounting, Marketing, IT,



**Email:** [dvornikovaks@gmail.com](mailto:dvornikovaks@gmail.com)

**Phone:** +359 87 763 2955; +7 926 157 4387

**Website:** <http://www.proz.com/translator/1158773>

**Profile:** Certified professional English to Russian native speaking translator/ editor/ proofreader with more than 6 years of experience in Law, Business, Finance, Accounting, Marketing and IT fields. Strong linguistic abilities supported with general knowledge and constant trainings in respective domains

**Rates:** Translation: From **EUR 0.05/USD 0.06** per word

Proofreading: From **EUR 0.02/USD 0.03** per word  
From **EUR 22/USD 27** per hour

## Testimonials

*I am completely satisfied with translations Ksenia produces, I definitely **can recommend her as a trustworthy specialist and reliable services provider.***

*I have never regretted cooperation with Ksenia, plan to outsource Ksenia in the nearest future.*

*CEO, GSL Translations*

*Having **completed ca. 190 projects** for us, Ksenia has **never missed a deadline**, and she is often able to deliver the translation ahead of scheduled deadline. Another advantage is that Ksenia always takes into account all needs and requirements, **follows all term bases and glossaries** we send to her.*

*Project Manager,  
Translation Agency*

Complete references are available upon request

## Key Achievements:

- **Master's Degree in Translation**, Interpretation and Language Studies;
- Over **450 projects successfully completed**;
- Over **2,500,000 words translated**;
- **2 books** containing my English to Russian translation of some laws of various jurisdictions are **published**;
- Over **6 years of experience**, in particular as an in-house translator for an **international law firm**

## Professional Experience

*Freelance Translator, Editor, Proofreader  
(August 2013 - present)*

- **Contract Law:** sales contracts, supply contracts, non-disclosure agreements, maintenance contracts, concession agreements, government contracts, distribution agreement, loan agreements, facility agreements, insurance, etc.
- **Corporate Law:** memorandums and articles of association, resolutions, powers of attorney, minutes, annual reports, all types of certificates.
- **Business:** business correspondence, data sheets, tender documents, internal policies, corporate governance, coaching materials, presentations.
- **Marketing:** market research, feasibility studies, market strategies, risk management reports, brochures, websites, presentations, press releases, case studies, corporate profiles
- **Accounting and Taxes:** financial statements, annual reports, auditor's opinions and reports, policies, tax laws and regulations
- **Finance:** offering memorandums, prospectuses, indentures, stock option plans, any other documents related to securities and finance
- **IT:** software description, user's manuals

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## Recent projects:

*Security and Defense Cooperation Agreement between Afghanistan and the USA (8,000 words)*

*Annual Report of a Bank from Liechtenstein (12,000 words)*

*Concession Agreement and Schedules thereto (21,000 words)*

*A Set of Agreements and Documents for Sales of Securities (98,000 words)*

*Share Instructions Agreement (87,000 words)*

## Testimonials

*I engage Ksenia Dvornikova on a constant basis for various translation jobs, for example English to Russian translation of **services agreements, non-disclosure agreements** and other contracts. Also I order translation of my **web-site**, descriptions to my works and projects, **marketing and advertising materials**. She brilliantly handles all types of projects, and is always enthusiastic about participating in any interesting project that is new to her and that requires additional research and learning.*

*Evgeny, Entrepreneur*

Complete references are available upon request

Though above are my primary areas of expertise, while working for various translation agencies I also gained experience in the following areas: **Oil and Gas, Energy, Telecommunications, Video Games, Tourism, Literature, Arts and Design, Fashion, Cosmetics**

*Translator, Editor, Proofreader in GSL Law and Consulting (an international law firm)*

*May 2010 – August 2013*

- **Translation** of various documents in the fields of **law, business, accounting and taxes, corporate finance and financial markets**
- **Editing and proofreading** documents translated by other translators
- **Copywriting** articles for web site, in particular for **SEO purposes**
- Preparation and update of **glossaries and term bases**
- Project **management**

*Translator and Editor in a Russian translation agency*

*July 2009 – May 2010*

- Translation of various documents both individually and as a member of translators team
- Preparation for glossaries for clients and update of termbases
- Work in close cooperation with English native speaking translators and editors
- Preparation of translation for certification by a notary

## Education and qualifications

*Moscow State Linguistic University (Russia)*

*2004 – 2009*

**Master's Degree in Translation, Interpretation and Language Studies**  
Course highlights: **stylistics** and characteristics of Russian and English specialized texts, practical course on translation and interpretation, **legal and business translation** and interpretation, intercultural studies

*Moscow State Linguistic University (Russia)*

*2006 – 2007*

Course on Teaching Russian as a Foreign Language

*Yale University (USA)*

*October 2014 – present*

MOOC on **Financial Markets**

## Software Used:

- SDL Trados Studio 2011
- Adobe Acrobat, InDesign
- Microsoft Office

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