

CV

Personal information:

Name: Boris Chrenko
Address: Jána Halašu 8, 911 08 Trenčín, Slovakia
Telephone: 00421944314030
E-mail: borischrenko@gmail.com
Nationality: Slovak
Date of birth: 11.7.1985



Education and training:

Dates (from - to): **2003 – 2008**
Name of the institution: City University of Seattle, Slovakia
Major studies: Business administration, management
Title of qualification: BSBA - Bachelor of Science in Business Administration
ESL - English as a Second Language Certificate
Accounting Certificate
State exam

Work experience:

Dates (from – to): **2006 – now (4 years)**
Type of business: Expert translations and editing
Occupation: Freelance translator and editor
Responsibilities: Technical translations in different areas of specialization
Linguistic proofreading and editing of 3rd party translations
Communicating with direct clients or agencies

	Utilizing the professional CAT tools for best results
Dates (from – to):	2006 – now (4 years)
Type of business:	<u>English language teaching</u>
Occupation:	Freelance teacher of English language
Responsibilities:	Teaching English grammar, writing, reading and speaking Utilizing online communication tools for online lectures Communicating with clients of all ages
Dates (from – to):	2007 – now (3 years)
Name of employer:	<u>Akkurat s.r.o., Slovakia</u>
Type of business:	Language translation and editing services
Occupation:	Project manager
Responsibilities:	Management of day-to-day operational and tactical aspects of multiple or large scale translation projects Ongoing evaluation and redesign of processes and practices for continuous improvement of quality and mitigation of risks Technical translations and editing to ensure highest quality possible Accounts management and customer service

Personal skills and competences:

Mother tongue:	Slovak
Other languages:	English
• Reading skills:	Excellent
• Writing skills:	Excellent
• Verbal skills:	Excellent
	Czech
• Reading skills:	Excellent
• Writing skills:	Good
• Verbal skills:	Good

Technical skills:

PC skills - MS Windows 7, MS Office, Photoshop, CAT
Tools – Trados Suite 2007/2009, SDLX, Teamworks,
TransTool, Passolo, TranslatorAssistant, Idiom

Hobbies:

Books, movies, music, new technologies, travelling, cars