



DIANA SHIKOVA

36 years, born on 22 October 1985

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Reside in: Berlin, Germany

Languages: Russian (native)
 English (professional)

Translation fields

Business, marketing, IT (including SAP), software localization, high-tech, public relations

Work experience — 18 years

June 2011 to present	Self-employed freelance translator and editor <ul style="list-style-type: none"> - Translation for regular customers and one-time projects, incl. DHL Express Russia, Microsoft, SEMrush, Nordson, GE, Thales, Bosch, Ford, HP, Iron Horse, 1Forma, Sitronics, Helen Doron Early English - Proofreading, editing, creation of glossaries - Capacity – 2400-3000 words per day
September 2009 to present	Plus Translation — translation agency <i>Freelance translator</i> <ul style="list-style-type: none"> - Participation in long-term translation projects: SAP (> 600.000 words per year), Endress+Hauser (> 150.000 words per year), eBay, SDL etc. as translator and editor - Translation in various fields and genres: marketing documents, magazine articles, training & technical documentation, manuals & instructions
December 2011 to April 2015	DHL Express — DHL representative office in Russia <i>Communications Executive</i> <ul style="list-style-type: none"> - Key PR functions and maintaining relationships with major business, general interest and industrial media - Preparation of marketing materials and media kits in English, translation of global press releases and other PR related texts from English to Russian and from Russian to English - Preparation of briefing packages in English for foreign speakers - Writing articles and interviews in both English and Russian - Translation of articles from global professional magazines for the company's employees and customers - Editing large volumes of staff training materials, creation of glossaries and elaboration of guidelines for translation agencies

February 2010 to August 2011	JSC Sitronics — Russian high-tech company <i>PR Manager</i> <ul style="list-style-type: none"> - Key PR functions: writing articles, press releases, preparation of media events - Working with foreign media, development of new contacts, organization of publications and media tours - Editing media kits of affiliated companies abroad (Czech Republic, Greece, Ukraine) in English - Preparation of materials for English-language media in Russia, translations for media monitoring - Translation of finance-related press releases from Russian to English and from English to Russian - Working with translation agencies and freelance translators
June 2004 to August 2009	Prompt — translation solutions company <i>Freelance translator</i> <ul style="list-style-type: none"> - Translations from English to Russian and from Russian to English (technical, IT, financial, marketing texts, articles and press releases for SAP, Huawei, Chevrolet and others)
Education	
2008	St. Petersburg State University Faculty of journalism, master degree
2007	Negocia, Paris Chamber of Commerce Business School, France Communications department, "International Communication"
2006	St. Petersburg State University Faculty of journalism (specialization in international journalism), bachelor degree with honours
Key skills	
PC skills	Advanced PC user: MS Office, CAT tools (SDL Trados Studio, SDL Trados 2007, SDLX, Passolo, Idiom, MemoQ, Transit), Adobe Acrobat, Adobe Photoshop, etc.
Professional skills	<ul style="list-style-type: none"> - Fluent oral and written English skills - Good command of the native language and ability to write in many styles: from journalism to technical documentation - Specialization in business, IT and marketing, strong experience in outsourcing translation projects - Strong research skills that help me deliver high-quality translation in a wide range of fields
References — can be provided upon request	