

Yevgeniya (Jane) Druzhinina

Language pairs: Russian/Ukrainian–English–Russian

Specialization: contracts, corporate documentation, official documents, economics, maritime, poetry/literature

Contact information: email: jane_druzh@yahoo.com

WORK EXPERIENCE

01.2012–present – freelance translator

–translator, editor/proofreader and subtitler, working with direct clients and translation agencies in the USA and Europe

06.2008–12.2008 – translator/interpreter at Moorages of Comintern LLC, Odessa, Ukraine

–translated business correspondence, financial, legal, and technical documentation, including all tender and tender-related documentation (tender for the procurement of construction services for the project *Construction of a Specialized Bulk Cargo Handling Complex in Yuzhny*) from English into Russian/Russian into English, Ukrainian into English

08.2007–12.2008 – freelance translator working with translation agencies in Odessa and Kiev, Ukraine

–translated official documents, contracts, financial documentation, business correspondence

08.2002–12.2006 – Marine Department Manager Assistant at Bureau Veritas Ukraine LLC (www.bureauveritas.com), Odessa, Ukraine

–managed a range of general administrative and specialized tasks, including keeping track of incoming/outgoing correspondence and internal Bureau Veritas Ukraine documentation transfer, conducting financial and business correspondence with local and foreign clients, organizing meetings with keeping and further distribution of minutes, issuance of invoices, translation (inspection reports, marine technical documentation, internal company procedures, presentations, contracts, financial documentation) and interpreter services, was engaged in BV Ukraine certification activity, performed audits (ISO 9001) as a BV auditor trainee at local companies and issued follow-up reports

EDUCATION

Fall 2011 – master's degree in economics, the University of Utah, graduated summa cum laude

1997–2002 – Department of Romance and Germanic Philology, Odessa I.I. Mechnikov National University, Odessa, Ukraine

2002 – specialist's degree (graduate degree) in English, graduated with honors

2001 – bachelor's degree in philology

ADDITIONAL INFORMATION

Memberships – ProZ.com Certified PRO Network member (profile page: <https://www.proz.com/profile/1490413>), IAPTI (International Association of Professional Translators and Interpreters) member, ALTA (American Literary Translators Association) member, Translators Without Borders volunteer (since Dec. 2017)

Computer skills – Microsoft Word, Microsoft Excel, Powerpoint, Adobe Acrobat, SDL Trados, CafeTran Espresso, Smartcat, Xbench, PerfectIt, ProWritingAid, Stata, Statistica

Foreign languages – native Russian speaker, native fluency in English, fluent in Ukrainian, advanced knowledge of French

TRAINING AND COURSES COMPLETED

December 2022 – MCIS Language Solutions' Introduction to Audiovisual Translation – Subtitling course

April 2022 – How to Translate and Localize Websites, How to Translate and Localize Mobile Applications, courses for translators taught by Dorota Pawlak

July 2020 – TransLegal's Introduction to Legal English and Legal English 500 courses

Spring 2018 – SDL Trados Studio 2017 for Translators course, SDL Post-Editing Certification course <https://oos.sdl.com/asp/products/certified/index.asp?userid=c4a997f5-c04a-4cfa-b1e4-2b3f29caff5>

February 2004 – Bureau Veritas QMS Internal Auditor course, Kiev, Ukraine

2000–2003 – French courses at Odessa French Learning Center, received certificates DELF 1-er, DELF 2nd degré and DALF