

TETIANA ANISHCHENKO

Freelance translator and interpreter

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Website: <http://www.proz.com/interpreter/1566889>

Nationality: Russian

PERSONAL PROFILE

I am a very dynamic and sociable person, with good creativity, organization and communication skills. I can adapt myself to a new environment very easily and love challenges offered by new jobs and experiences. Feeling comfortable in contact with other people, I am able to work as part of a team or independently.

LANGUAGES

- Russian
- Ukrainian
- English
- German

SUMMARY OF QUALIFICATIONS

- ☑ More than 4 years' experience.
- ☑ Superb Russian (as mother tongue) and certified proficiency in English language and grammar.
- ☑ Extensive knowledge of vocabulary in both languages.
- ☑ Proven outstanding written English.
- ☑ Uncommon ability to work independently.
- ☑ Proven ability to translate complicated texts in disciplines such as Literature, Social Sciences, Politics, Business, Catering, Chemistry, Arts, Sports, Law, IT, etc.
- ☑ Ability to edit and review other translations.
- ☑ Excellent computer/word-processing skills.
- ☑ Exceptional simultaneous and consecutive interpretation skills.
- ☑ Great communication and presentation skills in both Russian and English.
- ☑ First-rate interpersonal abilities together with an innate flexibility, efficiency and diplomacy.
- ☑ Great attention to detail with excellent work ethic.

EDUCATION

Bachelor degree in Translation and Interpreting from the Gorlovka Pedagogical Institute of Foreign Languages in Gorlovka (Ukraine) obtained in June 2012.

Certified Translator and Interpreter (in training)

EXPERIENCE

•FREELANCE TRANSLATOR 07/2009 – Present

•ALL THE CONTENT, UKRAINE 11/2011-12/2011

Translator in charge of proofreading, editing and localizing short texts of about 900 words. The overall word count was over 50,000 words, and the English/Russian content covered a wide range of subject matters including psychological issues, home, employment, health care and other complex topics.

•TACHO PIT STOP, RUSSIA 01/2011 – 02/2011

Translator, interpreter, business correspondent and contact person who

- Provided assistance in starting a flourishing business partnership with the Polish partner.
- Was in charge of English to Russian and Russian to English translation of
 - technical product descriptions
 - user's manuals
 - price offers
 - contracts
 - brochures
 - business letters, etc.
- Interpreted between languages in formal and informal business meetings and negotiations.
- Acted as a mediator on behalf of the firm in the process of starting a new multilingual company website.
- Converted the Russian version of the company website into English.
- Kept telephone and e-mail contact with the representatives of the American partner.

•**PRO STUDY INTERNATONAL, UKRAINE**

11/2010-04/2012

Translator, interpreter and administrator responsible for

- Administration of educational and cultural matters.
- Organization of conferences and meetings.
- Translation of various official letters, documents from Russian into English and Ukrainian or the other direction, and website material from Russian into English.
- Organization and assistance of American and British official delegations, interpreting in meetings, twinning negotiations and miscellaneous events.
- Escorting foreign delegations visiting Ukraine and providing them assistance during their stay.

•**DONNA MALGERI ATTORNEY, the USA**

Summer 2011

Translator and secretary in charge of

- English to Russian or Russian to English translation of a law cases.
- Executing secretarial tasks.

COMPUTER SKILLS

High proficiency in the use of application's software such as **MS Word, MS Excel, MS PowerPoint, Acrobat Reader, Adobe Photoshop CS5, Email and Internet;**

HOBBIES AND INTEREST

Play the piano, cooking, travelling and reading.

