



SERGHEI CHITENCO JR.

RU-EN: TRANSLATION, TRANSCRIPTION, PROOFREADING, EDITING



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FREELANCE TRANSLATOR\TRANSCRIBER\PROOFREADER\EDITOR: 2017 – CURRENT

Legal Translations:

Government Information: Employment Issues, Publications, Brochures, Provincial Programs.

Personal Documentation: Birth & Marriage Certificates, Diplomas & Transcripts, Statements.

Legal Cases: Petitions for Appeal, Witness Statements, Regulatory Matters, Criminal Proceedings.

Human Rights: Woman's Human Rights Complaints, Declarations, Brochures & Publications.

Brochures on human trafficking/domestic abuse/sex trafficking for human rights organizations.

Asylum and Refugees: Asylum seeker documents for hearing by the Immigration and Refugee Board of Canada (IRB).

Administrative: Quarterly Financial Reports, Letters to Prime Minister, Agreements, and Presentations.

Contracts / Agreements Certificates Statements

Financial Materials:

Forex: Currency Trading Rules, Trading Handbooks & Resources, User Guides, Policies.

Centerra Gold: Minutes of the Meetings, Quarterly Reports, News Releases, Financial Statements.

Various Business Documentation: Financial Reports, Business Proposals & Plans, Statements, Invoices, Group Policies & Procedures, Finance & Asset Management, Shareholder Reports.

Minutes of Meetings Shareholder Financial Reports

Medical Documentation:

Icon: Study documentation, Study Protocols, Minutes of Ethics Committee Meetings, Discharge Summaries, Examination reports.

GlaxoSmithKline: Subject Information and Consent Forms, Reports & Studies, Confidential Agreements.

Bio-Tech Ophthalmics Pvt. Ltd.: Information about Intraocular Lenses, Surgical Operations, Warnings.

Medical Brochures: Insurance Brochures, Promotional Materials, Magazine Publications, Leaflets.

Information for Patients: Patient Information Sheet, Medical Information for Patients & Physicians

Clinical Trials: Major Depressive Disorder, Schizophrenia, Prostate, Respiratory & Blood Cancers.

Miscellaneous Materials: Graminex Flower Pollen Extract Indications and Uses, Blood Glucose Meter Kit, Pregnancy Tests.

Patient Information Brochures \ Leaflets Promotional Materials Studies

QUALIFICATIONS SUMMARY:

Work Competency:

Language: English and Russian native speaker.

Output: Average daily translation - 2,000+ words. Proofreading - 4000+ words.

Education: Liberal Arts and Science 2-Year Diploma - Graduate at Georgian College.

General Skills:

Software: Access to and extensive knowledge of SDL Trados Studio, MemoQ, Microsoft Office Suite, Adobe Acrobat.

Personal Attributes: Highly organized, cooperative and friendly, and greatly efficient at multitasking. Excellent attention to detail as well as great research and analytical skills with a proven ability to meet deadlines.

**TRANSLATION SAMPLES
AVAILABLE UPON REQUEST**