



## PROFILE

Multi-skilled translator with **over 10 years** of progressive experience translating from English into Russian/Ukrainian and vice versa in **general, technical, legal, economic,** and **IT** fields. I am able to work under pressure conditions and to tight deadlines due to ability to organize, prioritize and multi-task. I have excellent communication and interpersonal skills.

Proficient use of CAT-tools (**TRADOS, MemoQ, Memsource, SmartCAT**) Computer literacy and good typing skills. Constant online presence (messengers and email).

## QUALIFICATIONS

**2004-2009:** Master's degree in the field of technical translation, teacher of English language at Ivano-Frankivsk National Technical University of oil and gas.

**2011-2013:** Master's degree in the field of electrical engineering at Ivano-Frankivsk National Technical University of oil and gas.

## CERTIFICATES

**2018:** Mine action subject matter interpreter course, organized by GICHD, DRC, OSCE and the Halo trust;

# ANATOLIY KOZAK

English-Russian/Ukrainian (and vice versa) freelance translator

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## WORK HISTORY

### 2009-present

**Freelance translator/proofreader in several translation agencies:**

[Profligva](#), [ABBYY language services](#), [Effectiff](#), [Avanta Translating](#), [Littera](#), [TLS](#), [Aspect Ukraine](#), [Yepanoff](#), [KLS](#), [Easytranslate](#), [Translate PRO](#); [Pro Translate](#) co-founder and team member:

### Last major projects:

- Cersanit Ukraine – legal documentation (20 000 words);
- RosNeft – technical specifications (25 000 words);
- WWF – annual report on eco-system pollution (40 000 words)
- SberBank – regulatory documents (50 000 words);
- Ukrainian International Airlines – supply and aircraft purchase agreements (300 000 words).

### 2014-Present

**Translator, Interpreter at OSCE SMM**

- interpretation services (English-Russian/Ukrainian-English) at meetings and interviews (local authorities and officials, NGO representatives, law enforcement);
- written translations of various documents (reports, news articles, charters, regulations);
- research and assistance in gathering information for particular cases;

### June-July 2013

**Interpreter /translator at International media agency “European Times”**

- interpreting at the interviews with CEO of the major companies in Ivano-Frankivsk region;
- translation of summary reports and other documents;
- organization and coordination of meetings.

### 2011-2013

**Proofreader (full time) at “Effectiff” LSP**

- proofreading of translated documents and projects;
- organization of translator's project work under large-scale
- Web-page content writing;
- proofreading of 86 400 symbols per day.

### 2010

**Translator/Interpreter and Project assistant** for Swedish Export Corporation (SEK) Advisory services, involved in the project "Ivano-Frankivsk Creditworthiness Enhancement Program (CEP)" on behalf of the European Bank for Reconstruction and Development (EBRD):

- translation of legal, financial and technical documentation;
- interpreting on meetings between SEK and City council representatives;
- project assisting in organization and coordination of meetings.