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Nataliia Sinitsyna

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DOB	24.03.1984
Marital status	Single

Education	Notes
Mykhailo Dragomanov Pedagogical State University of Kyiv (2012)	<i>Degree: Post-graduate Degree in Economics</i> <i>Major: Management of International Business and Foreign Trade</i> Thesis: Engineering Services (global markets)
Taras Shevchenko University of Kyiv (September 2006-on-going)	<i>Expected Degree: Ph.D. in Translation Studies and Philology</i> Thesis: Translation of non-fiction on business (Ukrainian/English)
Taras Shevchenko University of Kyiv (2001- 2006)	<i>Degree: Master of Interpreting, Translation and Philology</i> <i>Major: Simultaneous and consecutive interpreting (English/ German/ Ukrainian/ Russian)</i>
Kyiv Humanities Lyceum Taras Shevchenko University of Kyiv (1999-2001)	Department: Philology / Translation/ Journalism

Trainings	Notes
Liberal School of Journalism, Kyiv (http://journalism.org.ua) in partnership with the London School of Journalism (http://www.lsj.org/index.php) and Harvard Summer School of Journalism (http://www.summer.harvard.edu/courses/subject/journalism) (2013)	Graduate Certificate
Aarhus University, Denmark, Academic Summer School: <i>New Media/New Narratives</i> (non-fiction narratives) Arhus, Denmark (joint effort between 8 European Universities: Albert-Ludwigs-Universität Freiburg, University of Tampere, University of Tartu, University of Oslo, University of Groningen, University of Copenhagen, University of Southern Denmark and Aarhus University) (2010)	Master-level Graduate Certificate
Union of Translators of the Russian Federation, Moscow (joint effort between Lomonosov State University of Moscow, Herzen State Pedagogical University of St. Petersburg, Union of Translators of the Russian Federation)	Courses of Excellence for Conference Interpreters and Technical Translators (simultaneous interpreting, technical translation, translation software)

(2009)	
International Finance Corporation World Bank Group Kyiv, Ukraine (2007)	a) Financial literacy; Risk management; Transparency in microfinance; b) Writing press-releases; Effective presentations and press-releases; Mastering negotiation skills; c) Time-management; Emotional intelligence in the workplace; Business etiquette and protocol
Cours de francais de l'Institut Francais d'Ukraine Kyiv (2003-2006)	French as a Foreign Language
TRIADA Centre of Interpreting and Translation Kyiv (2005- 2006)	Course of Simultaneous Interpreting
Kyiv Lingua-Pax Language Training School (2002-2003)	French Business Course

AWARD	Notes
IFC AWARD (2006)	International Spot Award by investment appraisal of ‘‘Rodovid Bank’’ (Ukr./Rus./Engl. translation)

Job Experience	
Interpreting, translation and localization (Conference interpreting, consecutive interpreting, textual translation, editing and proofreading)	
<p>- ‘ENI’ LLC http://www.eni.com/en IT/home.html (2012-current)</p>	
<p>- the State Agency for Investments and National Projects (‘LNG Terminal National Project’) http://www.ukrproject.gov.ua/en/page/national-projects-and-priorities-0; (2011- 2012)</p>	
<p>- HVS (hotels and EURO 2012) http://www.hvs.com;</p>	
<p>- The center of trade competences (shopping malls, retail centers, infrastructure and leisure parks) http://www.center-tc.com/en/node/61585;</p>	
<p>- SMART Business-Microsoft Partner (IT) http://www.smartbusiness.com.ua/en</p>	
<p>- Ukrbudkontrakt (Kyiv), field: design and construction http://www.ukrbudcontract.com</p>	
<p>Meinhardt Group Kyiv, Ukraine (2011) www.meinhardtgroup.com</p>	<p>Business Development Associate/ Interpreter/ Field: engineering design and design of commercial property (hypermarkets, ports, airports, roads, hotels, leisure centers, plants, telecom towers, stadiums, golf clubs, bridges). a) Development of business development strategy for Ukraine, tactics for penetrating the Ukrainian market, market research, analytical research on economic advisability of business development in Ukraine, reports on seismology, investment</p>

	<p>attractiveness of the region, monthly press-reports, reports on tenders, cooperation with local partners, developing client/ partner databases/ governmental regulators</p> <p>b) Interpreting and translation</p>
<p>USAID Capital Markets Project and FINREP Kyiv, Ukraine (2009- 2011) http://www.capitalmarkets.kiev.ua/index_ua.php</p>	<p>Interpreter/Translator/ (full-time)/ Engl.- Ukr./Ukr.-Engl. translation of the regulatory documents and interpreting the meetings on reforming capital markets, financial instruments, supervisory framework, pension reform</p>
<p>Credit Europe Bank Ukraine Kyiv, Ukraine (2007-2009) http://www.crediteurope.com.ua/en/index.html</p>	<p>Interpreter/Translator (full-time)/ Interpreting/ Translation of charters, Annual Action Plans, Financial Statements, Audit Reports, regulations/ agreements for Credit Administration Department, Financial Monitoring Department, Business Intelligence Department, Credit Marketing and Advertising Department; Human Resources Department, Retail and Consumer Credit Department, Corporate Department and SME Departments, official correspondence between the Bank and governmental agencies (the National Bank of Ukraine, the Commission on Securities and Stock Market)</p>
<p>International Finance Corporation Ukraine “Ukraine Small and Medium Enterprise Policy Development Project” and “Ukraine Banking Corporate Governance Development Project” Kyiv, Ukraine (2006- 2007) http://www.ifc.org/ifcext/uspp.nsf/Content/Home</p>	<p>Diplomat’s Personal Assistant and Project Team Assistant-Translator /</p> <p>a) Working on presentations, press-releases; procedures and draft laws on reforming the regulatory and tax policy in Ukraine; road maps; annual reports; contracts on services with the state agencies (the Ministry of Economy), hotels, restaurants, advertising agencies, logistics companies, media-companies;</p> <p>b) cooperation with the European Commission in Brussels and its representative office in Ukraine, USAID, EBA, embassies of the belowsaid states: the USA, Canada, Germany, Switzerland, France, Turkey, Latvia, Tajikistan, Uzbekistan, Italy, Belarus;</p> <p>c) tenders (tender ads, Selection Memos, Terms of Reference, Office Memorandums, Contracts);</p> <p>d) recruiting on project objectives;</p> <p>e) budget planning for the project (in cooperation with the project manager); arrangement of round-tables, focus-groups, seminars, conferences, press-conferences and press-breakfasts at the cross-parliamentary and ministry levels, business associations of Ukraine;</p> <p>f) periodicals subscription for 7 corporate projects at IFC.</p>
<p>Chamber of Commerce and Industry-Kyiv</p>	<p>Engl. Germ.Fr.Ukr. free-lance interpreter and</p>

<p>Kyiv, Ukraine (2004- 2006) http://www.kiev-chamber.org.ua</p>	<p>translator/ a) translating of procedures, manuals, instructions, agreements on cooperation; b) interpreting (construction, oil and gas, pipelines, gas upgrading systems)</p>
<p>Kyiv Taras Shevchenko University International Relations Office Kyiv, Ukraine (2004- 2005) http://www.univ.kiev.ua/en/geninf/Shevchenko</p>	<p>English/ German / French interpreter / translator/ a) translation of agreements on cooperation with universities/ memos on mutual understanding; b) simultaneous interpreting of presentations, conferences, consecutive interpreting of meetings</p>
<p>Work with short-term missions</p>	<p>1) Finnish Foreign Trade and Business Development Mission to Ukraine (Kyiv, Mykolayiv, Zaporozhye, Dnipropetrovsk) (2011)/ translation and interpreting (Finpro, K.Hartwall/ engineering and metal structures); 2) Dutch Foreign Trade and Engineering Mission to Ukraine (Kyiv, 2011)/ translation and interpreting (Rebel Group/ PPP Program); 3) Singapore Foreign Trade and Engineering Mission to Georgia (March, 2011)/ translation and interpreting (Meinhardt/ construction); 4) Dutch Trade Mission to Ukraine (Kyiv, 2005)/ translation and interpreting (Cirmac international/ oil and gas upgrading systems); 5) Saudi Arabia Mission to Ukraine (Kyiv, 2005)/ translation and interpreting (Nassir Hazza and Bros/ oil and gas pipelines, refurbishing of pipelines, construction, oil processing equipment); 6) Canadian Mission to Ukraine (Kyiv, 2005)/ translation and interpreting (Green Still International/ construction)</p>
<p>Computer skills:</p>	<p>SAP, TRS, LARS , MS Word, MS Power Point, MS Chart, MS Outlook MS Excel, Internet, Adex Database Program, I: C;</p>
<p>Personal Skills:</p>	<p>multi-tasker, fast learner, team-player</p>
	<p>responsible; reliable enthusiastic, succinct; result- and goal-oriented; highly adaptable</p>