

RESUME

First name: **Tatyana**
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EDUCATION

- Odessa National University (Ukraine, 2002-2007), Faculty of Foreign Languages, Department of Theory and Practice of Translation (first foreign language English, second foreign language Modern Greek, third foreign language Spanish). Degree: Master of Arts.

Summer Modern Greek language studies (Ioannena, Greece (2003), Thessaloniki (2006) and practice of the English language (Orlando, Florida, USA (2004-2005);

- International Hellenic University (Thessaloniki, Greece), postgraduate Master`s programme Black Sea Studies, Politics and Economy of the Black Sea region (01/10/2010 – 01/10/2011).

WORK EXPERIENCE

- *July 2006 –August 2008*

Translator, interpreter at the Visa Department at the Consulate General of Greece in Odessa, assistant of the Head of the Department in visa issuance. At the same time as interpreter participated on constant basis at the Greek-Ukrainian business Fora (B2B meetings) which were organized by the Department for Trade and Economic Affairs of the Consulate General of Greece in Odessa.

- *July 2006 – September 2010*

Executive secretary, translator and interpreter of the Councilor for Trade and Economic Affairs of the Consulate General of Greece in Odessa at the Department for Trade and Economic Affairs. Duties:

- Drafting of economic and investment researches, response to business requests from Greek and Ukrainian entrepreneurs, annual reports; Responsibility for office administration;
- Coordination of bilateral and trilateral Greek-Ukrainian-Moldovan business fora in Odessa region, the Autonomous Republic of Crimea and the Republic of Moldova. Organization of official events of the Consulate General of Greece in Odessa;
- Attending international conferences and Congresses taking place in Ukraine and Greece and drafting of related reports in Russian, Greek and English, e.g. Promoting Energy Security and Investment in the Black Sea Area organized by Energy Charter Secretariat and BSEC, BSEC Ministers of Transport Conference, Conference of Peripheral Maritime Regions of Europe (CMPR) - General Assembly of the Balkan and Black Sea Regional Commission.

Retired in September 2010 due to the enrollment in the Postgraduate program in MA in Black Sea Studies of the International Hellenic University (Thessaloniki, Greece).

- *November 2010*

Participation in the 1st Partnership Tourism Forum ARGO, organized in the framework of the International Tourist Exhibition in Thessaloniki (Greece) under the aegis of the United Nations Development Program (UNDP) as an interpreter from English, Greek and Russian languages. Certificate of participation.

- *June 2011*

Participation in the opening ceremony of Greek-Ukrainian Chamber of Commerce and Industry in Thessaloniki (Greece). Translation services and advice on relative B2B issues of Greek-Ukrainian bilateral relations. Certificate of participation.

- *August - December 2011*

Project manager assistant for the consulting company Economotechniki Ltd. based in Thessaloniki (Greece) on issues of design, development, implementation and support of Black Sea region development projects in the framework of the Black Sea Joint Operational Program dealing with the promotion of European agricultural products to the markets of the Black Sea region. Marketing researches drafting and translation from Greek into English and Russian, business trips and participation in International Food Fair in Moscow (Russia), Kiev (Ukraine) as well as in business negotiations with potential partners for numerous EU-funded projects in Odessa (Ukraine). Retired due to return to Ukraine.

- *March - May 2012*

Internship at the United Nations Development Program in Athens (Greece) where as an intern I was dealing with the issues of the Black Sea Trade and Investment Program (BSTIP) regarding trade and investment promotion in the countries of the wider Black Sea region. Organization, translation and participation in the 2nd Black Sea Partnership Tourism Forum ARGO-II in Nafplio (Greece) for largest Black Sea tour operators. Participation in the organization of the 1st Black Sea Wine Forum (expected to be held in Moscow in November 2012). Participation in organization of workshops and trainings on renewable sources of energy and bilateral cooperation of Greece and Ukraine in this sphere. Certificate of participation.

- *June 2012 - October 2013*

Freelance interpreter at international exhibitions, B2B and conferences in Odessa and Kiev (Ukraine). Freelance translator for trade companies based in Odessa (Ukraine). Interpreter at official events of the Embassy of Greece in Ukraine.

- *November 2013 - September 2014*

Interpreter, translator and local expert at the Kiev office of the Greek consulting company European Profiles S.A. Marketing researches, B2B development project for Greek and Ukrainian business, participation in EU funded tenders for development projects and related data translation.

- *September 2014 - now*

Freelance translator and interpreter based in Odessa and if needed accompaniment of Greek businessmen in business trips all over Ukraine.

LANGUAGE PAIRS AND SPECIALISATION:

Greek-Russian	Russian-Greek
Greek-Ukrainian	Ukrainian-Greek
English-Russian	Russian-English
English-Ukrainian	Ukrainian-English

Areas of specialization

Economy & business

- Business communication & papers: Contracts and Statutes, Financial statements, etc.
- Basic legal documents (Agreements, MoUs, Minutes, Powers of attorney, Court decisions, Contracts, laws)
- Economy and trade: marketing researches, reports, etc.
- Politics: news and analytics
- Certificates, diplomas

Other:

- Gastronomy: recipes, food and beverage promotion, etc.
- Tourism
- Web sites translation
- Popular science articles and researches

Additionally on distant Interpreting:

- on the phone interpreting,
- online conference interpreting,
- audio/video content interpreting and/or translation

IMPORTANT CHARACTERISTICS

Significant work experience in international environment, well-travelled, excellent knowledge of office administration work and good organizational skills. Excellent abilities of working under stressful conditions and time schedules, flexibility, good communication skills, experience of living abroad, fast adaptability to all required work conditions.