

CURRICULUM VITAE
UKRAINIAN/RUSSIAN TO ENGLISH TRANSLATOR

PERSONAL INFORMATION

Full name: Larysa Kramarenko
Place of birth: Russia
Year of birth: 1977
Nationality: Ukraine
Place of residence: Italy, Vigodarzere (PD)

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WORK EXPERIENCE

Work period: **Translator and administration assistant, full time employment:** 2004-2014
Freelance translator: 2012-2020

Occupation: **Full time translator and administration assistant** for the Express Mail Service (EMS) of Ukraine (2004-2014)

Functions: Assistance to the management personnel in the daily operations with the international customers: control of delivery of the contracts, accounting documentation and business letters; control of payments from the international customers; managing the email correspondence; managing the hotels booking for the business trips of the management personnel; translation and proofreading from/into English or Ukrainian/Russian of contracts, documents regarding the enterprise management, translation of accounting documentation (invoices and statements) and business correspondence with 170 postal companies worldwide, international airlines and the Universal Postal Union; phone and email support for the international customers including the complete tracking of the international and national postal parcels.

Occupation: **Freelance translator** for the CosmoTranslation translation agency of Ukraine (2012-2017); Profpereklad translation agency of Ukraine (2015-2016); Global Translation Services translation agency of the USA (2015); Global Language Services translation agency of the UK (2015-2020); Localized Vision translation agency of Egypt (2015); ABC Language Solutions translation agency of Canada (2015-2017); MotaWord translation agency of the USA (2015-2020); Foreign Language Institute translation agency of the USA (2020) Translators Without Borders, an international non-profit organization (2015-2017).

Functions: Translation and proofreading from/into English and Russian/Ukrainian in the following fields: law (contracts, court decisions, statutory and tender documentation, claims), finances (business plans, reports, bank statements, invoices), medicine (physician certification and orders, physical therapy notes), business correspondence, certificates, diplomas, licenses and CVs.

EDUCATION

Educational institution: Kyiv Institute for Translators and Interpreters at the National Academy of Science of Ukraine
Date of graduation: July 2004 (Bachelor's degree)
Faculty: Philology
Specialty: Translation
Course of study: Full time (2000-2004)

Educational institution:	Linguistic Centre of the Dante Alighieri Institute of Padova
Date of graduation:	June 2017 (Italian language course – Certificate of the B1 first intermediate level)
Educational institution:	Ca' Foscari School for International Education
Date of graduation:	May 2018 (Italian language course – Certificate of the C1 level according to the CEFR)

LANGUAGES AND PC KNOWLEDGE

Mother tongue(s):	Russian, Ukrainian
Other language(s):	English (proficient level), Italian (intermediate level)
PC knowledge:	Proficient at Microsoft Office Suite, Adobe Acrobat and Adobe Reader.