![europass logo] Curriculum vitae

PERSONAL INFORMATION

Mariia Myroshnikova

- 📍 91A, Myra ave., 87500 Mariupol (Ukraine)
- 📱 +380975125121
- ✉ mashbash@mail.ru
- 🌐 https://ua.linkedin.com/in/мария-мирошникова-5b410492
- 💬 Skype mashbashfish

Date of birth 2 Mar 1984 | Nationality Ukrainian

PREFERRED JOB

English language translator

WORK EXPERIENCE

19 Jan 2016–31 July 2019

Translator, office manager

TeraWatt Group (Automation LLC, Azov Controls LLC)
56 Italiiska str., 87515 Mariupol (Ukraine)
http://terawatt-group.com/

- English-Russian/Russian-English translation of contractual, project and customs documentation, technical descriptions, specifications, price quotations, presentations, business correspondence
- visa application assistance, hotel/ticket reservation
- preparation of business meetings, arrangement of business events
- purchase of office equipment, office supplies, promotional merchandise
- paperwork management, office administration

Business or sector Engineering

15 Oct 2013–14 Mar 2014

Secretary, translator

Yug-Neftegaz LLC, Kyiv (Ukraine)

- English-Russian/Russian-English translation of contractual and project documentation
- business correspondence in Russian and English
- paperwork management, office administration

Business or sector Oil and gas

Aug 2013–Present

Freelance translator

weblancer.net, freelance.ru, fl.ru

- written Russian-English/English-Russian translation of fictional, legal, economical, technical texts
- localization of computer games
- text editing, rewriting
- voiceover (dubbing), subtitling

17 Mar 2009–27 Aug 2013

Translator, interpreter

Mariupol Marriage Agency, Mariupol (Ukraine)

- Russian-English/English-Russian translation and interpreting

27 Jun 2001–16 Mar 2009	**Mail sorter**
	Kyivstar PJSC, Mariupol (Ukraine)

- paperwork management, office administration

Business or sector Mobile telecommunications

EDUCATION AND TRAINING

Sep 2001–Jun 2006	**Translator of two foreign languages (English and German)**
	Pryazovskyi State Technical University, Mariupol (Ukraine)

- general study of language
- general theory of translation
- lexicography
- text and translation
- comparative grammar, lexicology, stylistics
- sequential translation
- written translation of documentation
- translation of business language
- translational analysis of social-political, scientific and technical, fictional texts
- practice of translation from English to native language and from native language to English
- practice of oral and written speech
- practical phonetics
- practical course of translation aspects: management and marketing, banking

2001	**PC operator**
	Intellect College 2000, Mariupol (Ukraine)

Aug 2008	**Targeting and time management**
	Foxtrot training centre, Dnipro (Ukraine)

PERSONAL SKILLS

Communication skills
- excellent communication skills improved through my experience as an interpreter and office manager

Organisational skills
- decent organizational skills gained through my experience as a secretary and office manager responsible for preparation of corporate events

Job-related skills
- excellent reading and comprehension skills in the English language
- good level of understanding of technical texts gained through my experience as a translator in oil-and-gas and engineering companies
- fair writing skills in Russian and English gained through my experience of business correspondence in both my native and target language

Digital skills

SELF-ASSESSMENT		
Information processing	Communication	Content creation
Independent user	Independent user	Independent user

- sound command of office suite (word processor, spread sheet, presentation software)
- excellent command of CAT tools (SDL Trados)
- knowledge of graphical editor (CorelDRAW)
- familiarity with various OS (Windows, Linux, Mac OS)

Mother tongue(s)

Russian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Ukrainian	C2	C2	C2	C2	C2
English	C1	C2	C1	C1	C2
German	A2	A2	A1	A2	A2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages