

Olena Skibitska - Curriculum Vitae

Personal information

Date of birth	21.04.1978
Sex	female
Contact telephone	+380503383523
Messenger (ICQ, Skype, etc.)	Skype ID: helenskibitska
Email address	hskibitska@yahoo.com
Country and city of residence	Ukraine, Ivano-Frankivsk
Time zone (GMT/UTC)	EET (GMT/UTC+3 in summer, GMT/UTC+2 in winter)
Language pairs	English-Ukrainian, English-Russian
Native language	Ukrainian and Russian
Services	Translation, editing, proofreading, copywriting, rewriting, post-editing, consecutive interpreting, subtitle translating/proofreading/QA/conforming

EDUCATION

Name of educational institution	Graduation year	Faculty	Occupation
Yuriy Fedkovych Chernivtsi National University	2000	Faculty of Foreign Languages, Major English	Teacher of English language and literature

EMPLOYMENT

1.	Period of work (month, year)	July, 2016 - present time
	Position	Freelance translator, Language Lead
	Employer	Deluxe Media INC.
	Fields of specialization	Subtitle translation, proofreading/QA, transcription, complex conform, editing
	Functions	Translating audiovisual content (films, series, trailers, teasers as well as metadata) into Ukrainian. In addition to translations, I have been performing freelance language lead tasks since 2021, evaluating the work of fellow translators, solving escalations, and giving my best judgement regarding any controversial issues that might arise.
	Professional achievements	I have translated and/or proofread/QAed subtitles for many movies and series in different genres, such as feature films, action, horror, sports, documentaries, and live TV shows and series (more than 1500 IDs) for such global companies as Netflix, Amazon, Disney, Paramount and others. My role as a Ukrainian Language Lead gave me the opportunity to further increase the quality of the company's product while keeping viewers' experience in mind.
2.	Period of work (month, year)	December, 2015 - present time
	Position	Freelance translator
	Employer	SIA "Stepping Stone"
	Fields of specialization	Translation of different types of texts into Ukrainian and Russian languages
	Functions	Translating content using offline and online CAT tools (SDL Trados, Memsource, XTM etc)
	Professional achievements	Numerous projects (about 1000+) have been successfully completed (translated/edited/proofread) including projects for such global providers as Salesforce, Shimano, Toyota including projects for the government of Canada (e.g. Ontario Health bulletins, Ministry of Labour guidelines as well as a number of educational instructions and requirements).

3.	Period of work (month, year)	January, 1999 – present time
	Position	Freelance translator and interpreter
	Employer	Individuals and organizations
	Fields of specialization	Translation and interpreting
	Functions	Translating general and specialized texts, interpreting (conferences, private)
	Professional achievements	A number of manuals (business, technical, IT, tourism) were translated into Ukrainian and/ or Russian; multilingual travel leaflets featuring English, Ukrainian and Russian parallel versions were created and translated. Translation and editing of academic articles (medicine, law, IT, mathematics, marketing, tourism). Translation of business communication (e-mails and letters, tourism, educational, business, technical, and general vocabulary). Translation of texts using SDL Trados (law, medicine, catering, hotel and hospitality, business vocabulary). Conference and private interpreting (political, business, tourism, educational, general vocabulary)
4.	Period of work (month, year)	July, 2000 – July, 2002; September 2004 – August 2015
	Position	Assistant Professor at the Department of Foreign Languages
	Employer	Vasyl Stefanyk Prykarpatskiy National University
	Fields of specialization	English for Specific Purposes (ESP), Translation Studies (Specialized Translation)
	Functions	Teaching, preparing educational programs, courses, taking part in specialized conferences, writing academic articles
	Professional achievements	A total of about 30 courses have been prepared, 16 articles on Translation Studies have been published, 11 conferences, both domestic and international ones were taken part in, 2 chapters of a PhD thesis are written, and another 1 is currently being worked on. Theme of the thesis: “Difficulties of Translation of Tourist Texts”
4.	Period of work (month, year)	August, 2002 – August 2004
	Position	Head Manager
	Employer	Tour Operator Cruise-2000
	Fields of specialization	Direct sales
	Functions	Booking hotels and air tickets, selling tourist packages, translating content on a corporate website, business communication with domestic and foreign partners, attending trade fair in Ukraine and abroad.
	Professional achievements	The client base successfully created, increase of sales by 70 per cent, creating an average of 50 travel itineraries (parallel versions in English, Ukrainian and Russian)

COMPUTER SKILLS AND AVAILABLE SOFTWARE

Ms Office, SDL Trados, SmartCAT, Deja View, Adobe Acrobat, Open Office

HOBBIES, INTERESTS

Travelling, hiking, martial arts, reading