

**NATALIYA HAYSANYUK**

TRANSLATOR

**CONTACT**

FIELDS OF EXPERTISE: LAW, BUSINESS/COMMERCE, ECOLOGY

I have a degree in both translation/interpreting and law and can offer 7 years of experience in the field of legal translation, three of which at Kyiv Office of Baker & McKenzie. My principal objective is to deliver high-quality translation, so I always use project-specific glossaries, style guides, follow translation standards and client-specific instructions provided.

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**City and country of residence:**

Kyiv, Ukraine

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**EXPERIENCE**

**TRANSLATOR**

*Baker & McKenzie, Kyiv (Ukraine) / July 2018 - Present*

* Translated various legal and business documents from English into Ukrainian/Russian and vice versa.
* Consulted specialized dictionaries, reference books and applicable laws and regulations to identify closest equivalents for nuanced terminology, words and phrases.
* Administered assignments received by translation department.
* Arranged for and supervised translation of certain documents by our partner translation agencies.
* Reviewed translation to spot and correct errors in punctuation, grammar and translation.

**SKILLS**

Proofreading

Time Management

Adaptability Collaboration

Strong Work Ethic

SDL Trados Studio 2017

**LEGAL TRANSLATOR / EDITOR**

*Profpereklad (Proftranslation) / June 2014 – August 2015*

* Edited translations (mainly legal documents) from English into Ukrainian/Russian and vice versa to spot and correct errors in punctuation, grammar and translation.
* Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
* Prepared tests for freelancers specializing in legal translation.
* Attended training programs (advanced MS Office tools, SDL Trados etc.) to improve professional knowledge and translation skills.

**FREELANCE TRANSLATOR**

*Profpereklad (Proftranslation), Task Force, Geftranslators, TranslateIt / September 2015 – June 2018*

* Translated various legal and business documents from English into Ukrainian/Russian and vice versa, including a number of opinions and reports by Venice Commission (Opinion on the Draft Law Amending the Constitution of Ukraine submitted by the President of Ukraine on 2 July 2014, Report on Proportional Electoral Systems: the Allocation of Seats inside the Lists, Report on Figure Based Management of Possible Election Fraud, Report on the Rule of Law etc.).
* Edited legal translations from English into Ukrainian/Russian and vice versa.

**SPECIALIST, INTERNATIONAL RELATIONS**

Yuriy Fedkovych Chernivtsi National University

2001 - 2006

**BACHELOR, LAW**

KROK Economics and Law University (Kyiv, Ukraine)

2010 - 2013

**EDUCATION**