Tkacheva Nataliia

CONTACT

Zaporizhzhya, 69065
Ukraine

E-mail: tkacheva300893@gmail.com
Phone: +380937980502

WORK EXPERIENCE

Translation bureau "Litera" — July 2016 — Present

Translator, manager of educational programs abroad

Professional responsibilities:

- Translation of documents from English and German to Russian / Ukrainian and vice versa;
- Editing of rcompleted translations;
- Writing of articlesand SEO-texts for the company's website;
- Taking orders, consulting clients on translation and legalization issues and search of new customers;
- Consultations on education abroad (language courses, higher and secondary education in Europe, USA and Canada), communication with foreign universities and educational institutions, abroad educational programs choice and advising ;
- Participation in educational fairs in Ukraine.

4writers.net — Mar 2013 — Present

Research writer

Job responsibilities:

- addressing all of the points specified in the order description, following the customer's instructions.
- writing according to academic standards.
- avoiding plagiarism.
- using the appropriate citation style and strictly following the style requested by the customer.
- providing high-quality papers accrording to topics and writing rating requested by the customer.

Germany — Jan 2016 — Jun 2016

Au-pair

Language-cultural program.

Eureka Study Center and Translation Bureau — Oct 2014 — Dec 2015

Internship as English teacher and interpreter

Job responsibilities:

- Organising and delivering lessons to students of different age.
- Marking students' class work and home assignments.
- Preparing of materials for course- and homework.
- Formulating of lesson plans.
- Fostering friendly and working atmosphere during lessons.
- Translating of written documents and papers from English to Ukrainian/Rusian and vice versa.
- Editing and proofreading the interpreted papers.
- Facilitating communication for people with limited English proficiency.

EDUCATION

English language and literature — Sep 2014 — Jun 2015

Zaporizhzhya National University

Specialist in English language and literature, teacher of English language and literature, philologist.

Master of electromechanics
Sep 2014 — Dec 2015

Zaporizhzhya National Technical University

Master of electrical machines and apparatus, design engineer (electrical engineering), specialist in the field of electrical engineering, researcher (electrical engineering), lecturer of universities and higher educational institutions; diploma with honor.

Bachelor of elechtromechanics
Sep 2010 — May 2014

Zaporizhzhya National Technical University

Bachelor of elechtromechanics, technical specialist technician, electromechanic; diploma with honor.

QUALIFICATIONS

- Online training course for TESOL certificate (provided by Arizona State University on coursera.org, June 2016- Present);
- Course "Professional Practices for English Language Teaching" (provided by British Council Ukraine)(2015);
- Finalist in "Ericsson Innovation Awards 2015 - Innovations in Educational Sphere";
- Course "Control systems of electrical machines and apparatuses" (from the Technical University of Ilmenau, Germany, at the Zaporizhzhya National Technical University 1.03.2015-3.05.2015);
- Training course in technical translation (provided by Zaporizhzhya National Technical University) (2010-2014).

KEY SKILLS

- Languages: English - C1; German - B2.
- Computer Skills: advanced Internet user; Microsoft Office package .

REFERENCES

References available upon request.