

# Elena Shirokikh

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## **PROFESSIONAL SUMMARY**

Highly motivated and results-driven multilingual professional with 3 years of experience in community interpreting and translation, with excellent communication and time-management skills.

## **SKILLS**

**Language skills:** Spanish (Native), Catalan (Native), Russian (Native), English (Fluent), French (Intermediate), German (Intermediate)

**Computer skills:** MS Office, Excel, Word, Power Point, Outlook, CAT Tools (Omega T, Déjà Vu, MemoQ)

**Interpersonal skills:** Integrity, Teamwork, Communication, Problem-solving, Adaptability

## **WORK EXPERIENCE**

### **Freelance Over the Phone Interpreter**

**Mar 2021 – Present**

CanTalk Canada

Remote position

- \* Providing over the phone interpretation from English into Spanish and Russian
- \* Interpreting for various fields such as medical, legal, emergency and human services

### **Spanish Tutor**

**Nov 2020 – Present**

Quesnel, BC (Canada)

- \* Providing private Spanish lessons
- \* Preparing lesson plans, assigning homework and answering student inquiries
- \* Identifying learning difficulties, encouraging students to speak in Spanish

### **Interpreter and Case Manager**

**2017 - 2019**

Sant Joan de Deu children's hospital

Esplugues de Llobregat (Spain)

- \* Acted as a liaison between patients, families and healthcare staff
- \* Interpreted from English and Russian into Spanish on medical consultations
- \* Scheduled medical appointments and procedures and coordinated treatment plans
- \* Translated medical reports from English and Russian into Spanish
- \* Facilitated billing

### **Freelance Interpreter**

**Mar 2017 - Jul 2017**

Ofilingua

Barcelona (Spain)

- \* Interpreted from Russian into Spanish and Spanish into Russian between asylum seekers and immigration officers at the National Police

- \* Performed sight translation of documents between Spanish and Russian

**Hotel Front Desk Agent****May 2016 - Oct 2016**

Palladium Hotel Group

Ibiza (Spain)

- \* Processed guest check ins and check outs
- \* Answered in-person, email and phone queries in multiple languages
- \* Managed billing and invoices
- \* Resolved guest concerns

**Hotel Front Desk Agent****2014 - 2016**

Dreamplace Hotels

Tenerife (Spain)

- \* Processed guest check ins and check outs
- \* Answered in-person, email and phone queries in multiple languages
- \* Managed reservations, billing and invoices
- \* Resolved guest concerns

**Museum Assistant****2012 - 2014**

Casa Mila

Barcelona (Spain)

- \* Collected admission tickets
- \* Provided information about the museum and temporary exhibitions
- \* Organized and managed group tours
- \* Ensured the exhibits were kept in good order

**EDUCATION****Online Language Interpreter Training****Dec 2020 – Jan 2021**

MCIS Language Solutions

North York, Ontario (Canada)

Modules: Fundamentals of Interpreting, Legal Interpretation and Medical Interpretation

**Bachelor's degree in Translation and Interpreting****2009 - 2014**

Universitat Autònoma de Barcelona

Barcelona (Spain)

Translation and Interpretation from English into Spanish and from German into Spanish

**VOLUNTEER WORK****Volunteer translator with Global Voices****Apr – May 2020**

Remote position

- \* Translation of articles from English into Russian for <https://globalvoices.org/> website