

PERSONAL INFORMATION

Ganna Ivanytska

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JOB APPLIED FOR

Subtitles Translator and QC (Native Russian + English + Spanish)

WORK EXPERIENCE

01/01/2011–Present

Translator and QCer

Free-lance, Barcelona (Испания)

Free-lance Translator & Interpreter, Proofreader & QA/QC

Netflix, Deluxe Digital Studios, AliExpress, Trans perfect (USA) AADIMATIQ (Barcelona, Spain), interpreters.travel, fl.ru, proz.com, peopleperhour.com, Upwork

Areas of expertise: culture, education, tourism, human sciences, marketing, management, finance, business, IT, technical manuals, crypto currency, life science and medicine.

Websites & apps localization, transcreation & cultural adaptation.

Subtitles: close captioning, translation, proofreading and QC/QA.

10/09/2006–25/12/2010

Proof-reading clerk

TransTech (Technical Translation and Documentation Services), Saint Petersburg (Russia)

Duties:

- proofreading, editing, QA;
- text reviewer (English/Russian/Ukrainian).

01/01/2007–01/10/2009

Sales and marketing department manager

Micva 5760 (Israeli Wholesale Trading Company), Saint Petersburg (Russia)

Head of Sales and Marketing

Duties:

- customers network expansion in Russia, contracts' conclusion;
- business meetings interpreting;
- transcreation, translation of ads and promotional materials from English into Russian;
- corporate web-site development, content-management, SMM.

EDUCATION AND TRAINING

01/09/1992–30/06/1998

Russian Philology MD

EQF level 6

Simferopol State University, Simferopol (Ukraine)

01/02/1995–30/07/1995

Certificate in English/Russian Translation and Interpreting

EQF level 2

Simferopol State University, Simferopol (Ukraine)

- English for business and tourism
- translation and interpreting technics

01/02/2014–01/10/2014	MOOC “Essentials of Corporate Financial Analysis and Decision-Making” Coursera.org, on-line The foundations of accounting principles and financial analysis The Language of Capital Markets	EQF level 1
01/06/2017–03/06/2017	Certificate in Mobile Apps Localization in Russian Online training course at proz.com, online How apps are structured. The technical aspects of multilingual apps. Localization for different mobile operating systems.	EQF level 2
01/06/2018–30/07/2018	Introduction to Programming with Java MOOC of UC3M in Madrid, Spain, online Java Syntax and Functions. Variables and data types. How to create conditional statements, functions, and loops to process information and solve problems.	EQF level 1
01/03/2018–20/11/2018	Professional Certificate in “Developing and Management of Micro-Enterprises” “The Corner” Vocational Training Center, Barcelona (Spain) 520 hs, intramural studies, professional education on Business Administration in Castellano Initiatives and business activities planning. Management and control the daily business activity and resources. Marketing products and services for small businesses or microenterprises. The administrative and economic-financial management of small businesses or micro-enterprises. Manage the prevention of occupational risks in small businesses.	EQF level 3

PERSONAL SKILLS

Mother tongue(s) Russian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C1	C1	C1	C1	C1
Spanish	C1	C1	B2	B2	B2

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

Digital skills

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Proficient user	Independent user	Independent user

Digital skills - Self-assessment grid

Good command of

- MS Office suite (Word, Excel, PowerPoint, Publisher, Outlook, Access)
- Photoshop, InDesign, Corel Draw
- Trados, Wordfast, Smartcat