

## HANNA VOLKAVA

### FULL-TIME TRANSLATOR & INTERPRETER

#### EDUCATION

2013–2018

BA, Linguistics and Intercultural communications,  
Grodno State University

BA, Diploma in Linguistics and Intercultural  
communications

#### PERSONAL SKILLS

- accuracy and diligence
- ability to keep deadlines
- **quick answer (at least 10 mins)**

#### SPECIALIZE IN:

- Automotive / Cars & Trucks
- Food & Drink
- Paper / Paper Manufacturing
- Tourism & Travel
- Geography
- Textiles / Clothing / Fashion
- Cooking / Culinary
- Art, Arts & Crafts, Painting
- Architecture
- Transport / Transportation / Shipping

#### PROFESSIONAL EXPERIENCE

2017

Translator&Interpreter

##### ByInfo IT-company

- software translation and localization (Trados & Wordfast) (En, Es, Be, Ru)
- consecutive and simultaneous interpretation during international team meetings and presentations

2017–2018

Translator&Interpreter

- Translation of IT articles for off-campus students (2017–2018) (En>Ru, Ru>En)
- Translation of linguistics articles for off-campus students (2017–2018) (En>Ru, Ru>En)

Translation of immunization record card (2018)  
(Ru>Es)

##### Lingrowth Translation company

2018

- Translation
- Proofreading
- Linguistic validation (ft&bt, cognitive debriefing)
- Project management

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ProZ.com:

<https://www.proz.com/profile/2495858>

LinkedIn: <https://www.linkedin.com/in/anna-volkova-1ab9b3121/>

#### LANGUAGES

Spanish > Russian

English > Russian

Ability to translate up to **1000** words/day

#### SOFTWARE

- SDL Trados 2017
- Wordfast
- MS Office

#### ALSO WORK IN:

- Environment & Ecology
- Media / Multimedia
- Folklore
- Petroleum Eng/Sci
- Forestry / Wood / Timber
- Botany
- Archaeology
- Materials (Plastics, Ceramics, etc.)
- Automation & Robotics
- Advertising / Public Relations

#### PROFESSIONAL EXPERIENCE

2013–present

Translator&Interpreter

- Volunteer interpreter at GrSU during European Girl Basketball League competition (En>Ru, Ru>En)
- Translation of political articles for off-campus students (2014–2015) (En>Ru, Ru>En)
- Off-site translation of articles on the Internet (Nov, 2016, Ru>En)
- Interpreter during the European tour (July–August 2016, English, Spanish)
- Volunteer interpreter during 47 International boxing tournament in memory of the Hero of the Soviet Union, frontier guard V. M. Usov (2017, En>Ru, Ru>En)
- Translation & proofreading of the medical documentation (2018)
- Translation of geography related documents and articles for off-campus students (2016–2017) (En>Ru, Ru>En)
- Interpreter during the European tour (December 2018–January 2019, Ru-Es, Ru-En, Es-Ru, En-Ru)