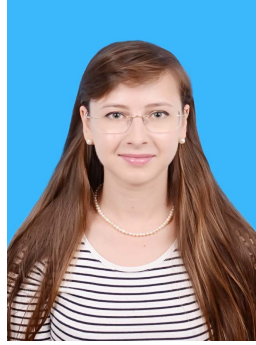


# OLENA GRYNCHUK



ENGLISH>UKRAINIAN, RUSSIAN FREELANCE TRANSLATOR  
SPECIALIZATIONS: LEGAL/CONTRACTS  
NATIVE LANGUAGES: Ukrainian, Russian  
TARGET LANGUAGE: English  
CAT-Tools: SmartCAT

## 1. EXPERIENCE

**10.2015 – UNTIL NOW**

### **SELF-EMPLOYED TRANSLATOR**

- Translation of Agreements, Technical Specifications, Service Acceptance Certificates, Powers of Attorney

**04.2014 – 08.2015**

### **LEGAL TRANSLATOR, PRAVO24 ATTORNEYS, UKRAINE**

- Translating legal documents (claims, court papers and witness statements), maintaining business correspondence, arranging paperwork, preparing and filing claims.

**11.2012 – 04.2014**

### **PERSONAL ASSISTANT TO THE HEAD OF TRAINING DEPARTMENT, NewBiznet BUSINESS SUPPORT CENTRE, UKRAINE**

- Translating training materials and articles about training, compiling and preparing reports, presentations and correspondence, liaising with staff, suppliers and clients, conducting research, preparing presentations, typing documents.

## 2. EDUCATION

**2008 - 2013**

### **LEGAL TRANSLATOR SPECIALIZING IN EUROPEAN LAW, IVAN FRANKO LVIV NATIONAL UNIVERSITY, UKRAINE**

Graduated with honors.

## 3. SKILLS

Responsible  
Flexible

Accurate  
Consistently meeting deadlines  
Dedicated

#### **4. ADDITIONAL COURSES**

- Easy Negotiations or the Art of Negotiation Business Training, 2013, Lviv, Ukraine.
- Active Sales Technique, Phone Negotiations with the Customers Business Training, 2013, Lviv, Ukraine.
- Think Again: How to Reason and Argue, Duke University, Coursera, 2014.
- Fundamentals of Graphic Design, Californian Institute of the Arts, Coursera, 2017
- Introduction to Typography, Californian Institute of the Arts, Coursera, 2017
- Introduction to Imagemaking, Californian Institute of the Arts, Coursera, 2018

#### **5. ACTIVITIES**

- Co-founder of Ukrainian Cultural Association in Kuala Lumpur, Malaysia
- Teacher of English for the Beginners
- Learning German