

**Curriculum Vitae
YULIA KOVALSKAYA**

Translator/Interpreter specialized in TECHNICAL TRANSLATION



Date of birth: 17/06/83

Nationality: Russian

Current residence: Madrid, Spain

Contact phone number: (34) 637-36-29-39

WORK EXPERIENCE

August 2012- present



Patentes Talgo, S.L.U., Madrid (Las Matas)

Innovative and highly competitive Spanish rolling stock builder, specialized in the design, manufacture and maintenance of high-speed and conventional trains, as well as in the development of customized maintenance equipment for all types of railroad vehicles. Company which stands out for its long history, extensive experience and unique proven technology, and whose name has turned into a synonym for quality, safety and innovation worldwide.

Job title: technical translator/ interpreter

Participation in the projects of rolling stock and auxiliary maintenance equipment commercialization, provision of maintenance services in the USA, Saudi Arabia, Russia, Kazakhstan, Uzbekistan and Belarus.

Responsibilities: written translation services and proofreading:

-technical documentation: product specifications, user and maintenance manuals, instructions, calculations, normative documentation, test plans, etc.;

-commercial documentation: bids, business plans, correspondence, etc.;

-legal documents: contracts, powers of attorney, bank guarantees, etc.;

-marketing texts: corporate website content, catalogs, social networks messages, translation of the corporate history book "Talgo: 75 years driven by the spirit of innovation" (75th anniversary book), etc.

Interpreting at meetings (project management from the bid stage till commissioning), technical, commercial and legal negotiations, remote technical assistance (troubleshooting), training courses, etc.

July 2010- April 2012



Hijo de Macario Marcos, S.L., Salamanca

Job title: export manager, administrative, marketing manager, translator

Export manager and translator/ interpreter responsibilities:

Assessment of sales opportunities and negotiation with prospective and existing customers (correspondence, international shipping arrangements, oversight for compliance with laws and regulations, insurance policies processing, etc.). Elaboration and translation of shipping documents, corporate catalogs, product specifications, website contents, etc.

Marketing manager responsibilities: design and management of the new webpage (web structure, graphic design, product pictures, product catalog design in 4 languages, advertising (pocket calendars, magazine ads). Design of the exhibition booth for the Anuga Food Trade Fair 2011 and customer service (Cologne, Germany).

Administrative duties: inspection of the incoming goods, order management and dispatch of goods, logistics, invoicing (Sage-Factura Plus Elite software), stock control.

October 2008-April 2009



Interligare, S.L. (Madrid)

Multinational company dedicated to the investigation and development of technological projects (business intelligence).

Job title: Translator and interpreter

Translation of documents destined for external use (corporate presentations, webpage content, advertising), drafting of power point presentations for internal use (for educational purposes) on the basis of international publications, translation of software manuals. Correspondence with foreign customers.

Interpreting services: conference calls (mostly USA clients and suppliers).

October 2007-
october 2008



Subproductos Animales Frigoríficos, Fernando Corral e Hijos, S.L. (Salamanca)

Company exporting Iberian pork fat (frozen and salted) and rendered pork fat to the European and East European countries (mostly, Russia and Germany).

Job title: Administrative, translator/ interpreter

Administrative duties: commercial correspondence, preparation of export shipping documents, customer service, stock and traceability control, translation of product specification sheets, corporate presentations design and other administrative tasks on demand.

EDUCATION

January – December
2016



Master's degree in Railway Systems at the National University of Distance Education, Madrid

Final qualification: 9,5

Final project: Classification and analysis of the passenger rolling stock wheels defects. Comparison of the European and Eurasian union regulatory frameworks

September 2000- July
2005



Degree in Translation, Interpreting and Intercultural Communication at the Volgograd State University (www.volsu.ru), Russia.

Final qualification: excellent

Final project:
Basic principles of interpreting of political interviews.
Qualification: excellent

LANGUAGES

-Russian: native speaker

-English: bilingual, both written and spoken

-Spanish: bilingual, both written and spoken

-German: basic, both written and spoken

COMPUTER SKILLS

-SDL TRADOS, ADOBE PHOTOSHOP, ADOBE ACROBAT PROFESSIONAL, MS OFFICE

PERSONALITY TRAITS

- able to work individually or in a team environment,
- dynamic, disciplined, enterprising, willing to learn,
- with strong verbal and written communication skills,
- flexible and easily adaptive to changing circumstances.

Availability to travel internationally: total.