

## PERSONAL INFORMATION

**Maria Didkovska**

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## POSITION

**Translator**

## WORK EXPERIENCE

1 Jan 2019–Present

**Translator**

Finland's Support to the Ukrainian School Reform, Kyiv (Ukraine)

- Established translations management system with the help of CAT (computer aided translation) tools, ensuring homogeneous terminology through all project documents, translated by two in-house and four freelance translators with common translation memory, enabling easy search of the already translated information.
- Providing oral translations and interpretations for Finnish experts during meetings and official events, successfully maintaining pace with native speakers to deliver real-time comprehension.

17 Feb 2017–31 Dec 2018

**RTA Language Assistant**

EU Twinning Project "Implementation of the best European practices with the aim of strengthening the institutional capacity of the Apparatus of the Ukrainian Parliament Commissioner for Human Rights to protect human rights and freedoms", Kyiv (Ukraine)

- translating various document related to the project from Ukrainian/Russian into English and visa versa;
- interpreting consecutively during experts' missions to Ukraine and during study visits abroad;
- drafting written materials in relation to the project in Ukrainian/ Russian/ English languages;
- assisting the RTA in identifying, contracting and monitoring commercial translation and interpretation services;
- organizing conferences, training sessions, workshops, meetings, expert missions and study visits;
- assisting the RTA in monitoring and reporting tasks;
- assisting the RTA in the evaluation of training activities and the project's progress;

3 Oct 2016–17 Feb 2017

**Associate Translation Fellow**

Association4U - The EU funded Project "Support to the implementation of the EU-Ukraine Association Agreement", Kyiv (Ukraine)

Translating and proofreading EU legal acts to be used for legal approximation of the Ukrainian legislation to the EU legislation

19 Jul 2004–16 Feb 2017

**Manager of External Relations and Protocol Department**

Ukrainian State Air Traffic Services Enterprise (UkSATSE), Kyiv (Ukraine)

- Translating and proofreading: commercial contracts, legal documents; technical documents; documents for tendering procedure of procurement equipment and services; articles for the English version of the corporate website; preparing papers for obtaining visa for business trips of employees;
- Interpreting during conferences and workshops;
- Providing administrative support (travel arrangements, expense claim forms, scheduling meetings, handling incoming calls, etc.)
- Taking minutes during the meetings, writing reports, collecting statistic data;
- Preparing materials for the conferences, workshops, meetings of different level;

- Managing outgoing and incoming correspondence;
- Keeping contacts with foreign partners on variety of business issues.
- Organizing business trips (hotels and tickets booking, obtaining visa etc.)

EDUCATION AND TRAINING

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- 1 Oct 2019–Present **MBA**  
International Institute of Business, Kyiv (Ukraine)
- 1 Sep 2003–30 Jun 2004 **Master degree in English and German philology**  
TARAS SHEVCHENKO NATIONAL UNIVERSITY, Kyiv (Ukraine)
- 1 Sep 1999–30 Jun 2003 **Bachelor degree in English and German philology**  
TARAS SHEVCHENKO NATIONAL UNIVERSITY, Kyiv (Ukraine)
- 26 Jan 2016–26 Feb 2016 **Online Course: Understanding Europe: Why It Matters and What It Can Offer You**  
HEC, Paris (France)  
Certificate
- Nov 2011–Dec 2011 **Intensive English language course**  
MLS Colledge, Bournemouth (United Kingdom)

PERSONAL SKILLS

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Mother tongue(s) Ukrainian, Russian

Foreign language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C1	C2	C1
German	B2	B2	A2	A2	A2
Italian	B1	B1	B1	B1	B1

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

Communication skills excellent communication skills gained through my experience as a manager and interpreter

Organisational / managerial skills

- responsible for overall organisations of business trips abroad for the companies employees
- responsible for welcoming foreign delegations in Ukraine
- responsible for workshop organisations: booking of premises, technical facilities, stationary and water supply

Job-related skills

- preparing agenda
- drafting minutes of the meetings and reports
- interpreting during the meetings
- preparing and translating various documents

## Digital skills

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

Digital skills - Self-assessment grid

Driving licence B

ADDITIONAL INFORMATION

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Honours and awards

Courses

Certifications