



OLENA ULIANOVA

Translator

Efficient and accurate translator with 5+ years of work experience as an Administrative Assistant/Interpreter/Translator in several international companies in Ukraine that were involved in building of New Safe Confinement called Shelter Object "Arch" above the destroyed Unit 4 at Chernobyl Nuclear Power Plant. Seeking the challenging position of translator.

Experience

06.2017-12.2019 Head Administrator at Innovative Home Concept, a small international kitchen design company, Aveiro, Portugal

- Foreign negotiation
- Oral and written translation (English, Russian, Portuguese)

05.2011-05.2013 Administrative Assistant in Medical Department of AEMC (Associated Emergency Medical Centres, a subsidiary of International SOS), Chernobyl/Slavutych, Ukraine

- Written translation (correspondence, medical assessment reports, medical files, report documentation)
- Management and updating Excel and Microsoft Access data bases
- Organisation of medical assessments for local and Expat personnel, accompaniment and interpreter assistance to the Expats
- Interpretation and day-to-day assistance to the expat personnel

02.2008-04.2011 Administrative Assistant / Secretary at Consortium Ansaldo, Chernobyl NPP, IAMS Team (Integrated Automated Monitoring System), Chernobyl/Slavutych, Ukraine

- Work with correspondence (composing, translating, editing),
- Processing of project deliverables
- Filing and work with Microsoft Access Data Base
- Preparation of monthly reports and other documentation
- Office manager duties (procurement of office supplies, transportation organisation, hotel arrangements)
- Interpretation and translation for the expat personnel

Education

1999-2004 Nizhyn State Gogol University, Foreign Languages Department, Ukraine

- ▶ Master's Degree

References

Available upon request

Personal info

Phone

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E-mail

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City

Aveiro, Portugal

Skills

- ✓ MS Word
- ✓ MS Excel
- ✓ MS Access
- ✓ HTML
- ✓ Adobe Photoshop
- ✓ ABBYY Fine reader

Languages

Russian - native language
Ukrainian - advanced
English – near native
Portuguese - advanced

Additional skills

- Active listening
- Memory retention
- Accuracy
- Organizational skills
- Professionalism
- Time management
- Efficiency
- Persistence
- Multitasking
- Adaptability

Passions

- ♥ Handiwork
- ♥ Arts and crafts
- ♥ Reading
- ♥ Music