

Curriculum vitae



Personal information

Name Alena Loika
Translator, Individual Entrepreneur
(dzialalnosc jednoosobowa, NIP: 5273062333)

Place of residence Warsaw, Poland
Mobile +48 780 609 991
E-Mail helena.lojko@gmail.com
Nationality Belarusian
Date of birth 07.07.1984
Skills: Language Translation
Machine translation post-editing

Languages

Native language Belarusian, Russian
Foreign languages German, English

Language Pairs **English — Russian**
German — Russian

Software proficiency Microsoft Office™ (Word™, Excel™, PowerPoint™)
SDL Trados Studio, memoQ, Verifika

General Work Experience

2012 – now

Translator, Individual Entrepreneur
Job Title / Job Description Ongoing successful cooperation with a number of Belarusian, German, Georgian, Spanish companies and translation agencies

Specialization

References available upon request

Translation of documents in the field of Life Sciences, Medical Equipment, Medical Software, Chemistry & Pharmacy, Medical, Legal, Private

Managing multilingual translation projects; advise customers on legalization and execution of documents; develop relationships with clients; obtain qualitative and quantitative feedback and synthesize this into the marketing and production processes

Profound Experience

Clinical/nonclinical drug trial documentation, product information leaflets, study protocols, risk management plans, validation reports, advertisement, contracts, etc.
Software for treatment planning and delivery.
Medical and pharmaceutical products, medical equipment.
Articles, brochures.

2010 – 2018

Translation Agency BOROMIR LLC — Minsk, Belarus
Job Title / Job Description Customer Service Manager
Translator/Proofreader/Editor

Expertise Recruit, train and supervise 20+ customer service reps and translators.
Translation, proofreading, editing, managing of translation projects

General Work Experience

2008 – 2010

Middle School No. 8 in Minsk, Belarus

Job Title / Job Description

Teacher of English and German language and literature

Expertise

Teaching English and German language and literature in the Middle School No. 8 in Minsk, Belarus

2005 – 2008

Minsk State Linguistic University

Job Title / Job Description

Translator

Expertise

Translation of archive documents (academic supervisor: Doctor of Historical Sciences, Professor S.E. Novikov), Chair of History at the Minsk State Linguistic University (DE>RU) in Minsk, Belarus

Education

2003 – 2008

Minsk State Linguistic University — Minsk, Belarus

Qualified philologist, teacher of German and English language and literature

Foreign languages: German, English

Computer Literacy: MS Applications, Translation Memory Software, Dictionaries & Reference Software

Interests & Hobbies: jogging, swimming, Latin Dance, travelling, computer technologies, technical writing