



# Yulia Pemberton

Translation · Proofreading · Copywriting

Polderweg 8a, 2493ZA, Den Haag  
 +31 640 295 256  
 yuliapemberton@gmail.com



## Professional Experience



## Degrees & Certificates

### YTranslations Freelance Translator 2020-present

- **Convert** written material from English into Russian
- **Localization translation**
- **Editing and proofreading** texts for spelling, punctuation, grammar and style
- **Cultural adaptation**
- Working on **marketing projects**
- **Promotional** content
- **Adapting** translations to different tones of voice
- Product descriptions, web content, press releases, subtitles for videos
- **Ensuring** that the target text is with maximal fluency and free of errors
- **Copywriting**, writing blog content
- **Transcreation**
- **Reviewing** and **post-editing** machine-produced translations
- **MTPE**
- Working with **CAT tools** like Trados, XTM, MemoQ

### Snurk Travel Client Relationship Manager 2020-2021

- **Coordinating** interactions with clients, potential clients, internal team and partners
- **Addressing** customer concerns and needs
- **Arranging** individual and group tours
- **Encouraging** customer feedback
- **Updating** customers with the latest news and developments
- **Managing** customer databases
- **Sending** invoices

**National Research Tomsk State University**  
Translation quality management

**International Centre of Russian Language, Moscow**  
Teaching Russian as a Foreign Language

**Cambridge Open College**  
Teaching Assistant, Level 3 diploma

**Open University, UK**  
Web Application Development

**Novosibirsk State University of Economics and Management**  
Bachelor of Management



## Language Proficiency

English

Russian

Turkish

Italian

**British school in the Netherlands**  
Freelance Russian Language Examiner  
**2018 - present**

- **Assessing** students' spoken language according to set requirements
- **Conducting** exams on one-to-one basis
- **Providing** materials and test plans for the examinations
- **Develop** and **maintain** support materials

**British school in the Netherlands**  
Teacher assistant, Student supervisor  
**2011-2017**

- **Supporting** teacher in classroom, **creating** lesson plans
- **Documenting** pupils' progress
- **Tutoring** children individually or in small groups
- **Communicating** with parents
- **Maintaining** classroom
- **Organizing** activities and school events
- **Supervising** students in classrooms and on playgrounds
- **Organizing** and leading interest clubs
- **Providing** extra support to the newly arrived Russian speaking children
- **Translating** tests and study materials for Russian speaking children

**Parent helper volunteer in AISR, BBIS and BSN**  
**2002-2011**

- **Helping** on extracurricular activities like trips, special school events etc.
- **Acting** as a support to a teacher on extracurricular activities
- **Providing** extra support to Russian speaking children who speak English as a second language

**Translating agency "The Word"**  
**Novosibirsk, 2000-2002**

- **Providing** a translation and interpretation services
- **Converting** documents and articles from one language to another
- **Counselling** clients
- **Proofreading** texts, including students' works
- **Editing** translated texts
- **Maintaining** the web site
- **Translating** materials for stores
- **Organizing** presentations
- **Maintaining** the web site



**Software**

Word

Excel

PowerPoint

XTM

MemoQ

Trados

Mailchimp

Stripe

Photoshop



**Hobby's**

Reading a lot on:

- Languages
- History
- Cultural traditions