

EKATERINA SILOVA

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Personal Statement

As an English/Russian translator, editor, rewriter and copywriter, I have more than 10 years experience of permanent work in a company which is the only official representative of iRobot Corporation in the Baltic States. During my office-based and currently online presence in this company my duties are translating documents from/to English, Russian, and also Latvian language, creating, editing and proofreading web content, articles, advertisements, legal and technical documents.

As a freelance editor/proofreader in EN>RU and RU>EN, I work mostly with Trados and have experience of editing various kinds of translated texts, but my special subjects are finance, accounting, corporate and marketing. My professional qualifications in economics and accounting have given me a good understanding of financial and corporate documentation, and an expert working knowledge of Microsoft Office applications.

Career Summary

AUM Translation Services

Provider of translation and localization services

Novosibirsk, Russia

Part-time editor/proofreader

Jul 2020 - present

- Edit translated texts against the English or Russian source
- Work in the SDL Trados software and on the XTM cloud platform
- Edit translated texts of various character, including medical, technical, corporate and legal
- Strictly follow client's requirements, ensure that both target languages adhere to the client's style preferences

- Coordinate with project managers to resolve all kinds of queries and to ensure that the process remains on schedule and within the budgeted amount of time per project
- Pay particular attention to the layout and formatting the text

Inmarcom

Internet marketing, advertising and sales company

Riga, Latvia

Marketing assistant, copywriter and translator

Aug 2012 - present

- Provide translations (English/Russian/Latvian) of website content and ads
- Translate company documentation, including legal and technical documents
- Check and proofread e-mail correspondence
- Assist with advertisement campaigns
- Conduct market research
- Create and revise content for websites and media
- Regularly add posts to company blogs
- Collaborate with web designer and marketing director on project development strategy

Inmarcom

Riga, Latvia

Marketing assistant, office administrator

Aug 2002 – Jul 2012

- Answered phone and dealt with face-to-face initial enquiries
- Controlled e-mail correspondence
- Updated and maintained database with client information
- Created and edited/translated content on websites
- Added visual content for media platforms
- Conducted analysis of competitors' websites and marketing strategy

Primary School No. 2

Riga, Latvia

Teacher of English language

Aug 2001 – Jul 2002

Paritate Bank

Riga, Latvia

Marketing Assistant

Aug 2000 – Apr 2001

- Conducted research and analysis of the market
- Assisted marketing director with implementing strategy for emerging digital marketing campaign of the bank
- Created and edited website content

Education and Qualifications

Barnet and Southgate College

AAT Advanced Diploma in Accounting (Level 3)

Sep 2016 - Mar 2018

Barnet and Southgate College

AAT Foundation Certificate in Accounting (Level 2)

Feb - Jul 2016

University of Latvia

Professional Qualification Certificate in Economics

Sep 2000 – Jun 2001

University of Latvia

Certificate of Translator and Interpreter
from English to Russian

Sep 1999 – Jul 2000

University of Latvia

Bachelor's Degree in Philology

Sep 1996 – Jun 2000

Key skills

- Effective communication skills, both written and verbal
- Good IT literacy, Microsoft Office (Word, Excel, PowerPoint), SDL Trados
- Proficiency in Russian and English languages

- Knowledge of Russian and English grammar and spelling
- High level of accuracy, attention to details
- Time-management skills
- Ability to work with various kinds of texts, documents, web content and correspondence
- Digital Marketing, Content Marketing

Personal Info

Native language: Russian

Citizenship: Latvian