

The Curriculum Vitæ / Résumé
of
Elen Molokovskikh,
Freelance Translator
from
English into Russian, Russian into English
specializing in
Document Translation

Full Name, Postal Address and Contact Details:

Mrs. Elen Molokovskikh,
6 Avaikhon Street,
Tashkent,
100050,
Uzbekistan.

e-mail: elen.molokovskikh@mail.ru

FREELANCER: TRANSLATOR English > Russian, Russian > English

Software: Windows XP/7/10, Microsoft Office (Word, Excel, Powerpoint), Open Office, Acrobat Reader, WinZip, WinRAR, Adobe Illustrator 9.0, PhotoShop 7.0, Adobe Acrobat Publisher 2002, Quark Xpress 4.0, Adobe PageMaker 6.5, Macromedia Dreamweaver, MS FrontPage

CAT tools: Trados 2007, SDT Trados Studio 2011, Wordfast, MS LocStudio, Passolo Translator 2011, Translation Workspace, Xliff editor, Google localization Tool (GTT)

Professional Profile:

- Mother Tongue: Russian
- Language Pairs: English into Russian, Russian into English
- Specialisms: Arts & Humanities, Business, Official Documents, Journalism, Research Papers, Geology and Mining, Healthcare and Pharmacology, Civil Engineering.
- Languages: Russian (mother tongue), fluent in English.
- Qualified to translate and edit at professional level from English into Russian and vice versa (Kemerovo State University, Letter of Credit, year of award 1984)

Fields translated: Arts and Humanities (biography, film, fine arts, short stories, novels, literary extracts, literary criticism, art criticism, academic essays, contemporary letters); Business (general, financial, corporate literature, employee communications, invoices, e-mails, contracts); Geology and Mining; Tourism and Leisure; Pharmacology (general); all sorts of Technical Documentation (including manuals, specifications, standards, etc.); Financial Statements, Business Plans, and Reports; Weaving and Garment Industries.