**Nataliia Kononova**

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**Professional Summary**

Translator with highly developed understanding of Russian and English languages and culture. Skilled in quickly and accurately translating written documents, video and audio recordings (subtitling, transcription). Over 7 years of experience.

**WoRk History**

**Welocalize** - **Freelance Translator**   
*Freelance* •*08/2021* - *Current*

* Translated business websites to support international expansions.
* Communicated effectively with clients to establish scope and requirements of translation, following up after submission of work to confirm satisfaction and understanding.
* Used translation software to verify complex terms and expedite communication process.
* Supported operations by translating key departmental documents and internal communications.
* Worked with other translators to facilitate real time conversations.
* Translated documents for research departments, supporting data collection and reporting.

**CCJK Technologies** - **Freelance Translator**   
*Freelance* • *01/2020* - *Current*

* Translation, proofread, edit and improve documents, texts, videos of different sizes.
* Complete precise translations of official documents with correct words and phrasing to meet legal standards.
* Communicate clearly in written English with internal and external customers.
* Listen to speakers' statements to determine meanings and prepare translations, frequently using electronic listening systems.
* Edit and proofread text to accurately reflect English and Russian language.

**English Mate, Center of languages courses** - **English to Russian Translator**   
*Yakutsk*, *Russia*  •  *09/2015* - *02/2020*

* Translated legal and research materials from English to Russian.
* Referred to reference materials such as dictionaries, lexicons and encyclopedias to verify translation accuracy.
* Facilitated and supported participation and social communication.
* Communicated clearly in written English with internal and external customers.
* Worked collaboratively to improve operations by offering ideas, identifying issues and respecting team members.
* Proofread, edited and improved documents of different sizes.

**Primary School** - **Office Manager**   
*Yakutsk*, *Russia*  •  *04/2014* - *07/2015*

* Standardized office structures and processes to promote collaboration and increased performance.
* Oversaw office inventory activities by ordering and requisitions and stocking and shipment receiving.

**Education**

**North-Eastern Federal University**

Russia, Yakutsk  •  06/2014

***Master*** Degree D: English Language And Literature

**North-Easter Federal University**

Russia, Yakutsk  •  09/2012

***Bachelor of English Language***

**Skills**

* Russian native with bilingual knowledge of English
* Memsourse, Smartling and others CAT instruments
* Good communication skills
* Organizational skills