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Seek the Challenging Position of (Freelance) Translator

Skilled translator with 20+ years of experience in translating documents and other files from **English** into **Ukrainian** and vice versa; translation according to established rules pertaining to factors such as word meanings, sentence structure, grammar and punctuation.

Professional and Personal Skills

- **Extensive expertise** in translating **legal** and **financial** documents (English/Ukrainian)
- Good command of Ukrainian and English language and grammar
- Extensive knowledge of vocabulary in these languages
- Ability to handle simultaneous projects and meet deadlines effectively
- Ability to edit and review other translations
- General erudition, great attention to detail
- Excellent computer skills
- Uncommon ability to work independently to solve problems while demonstrating good organizational skills
- Excellent interpersonal skills and ability to work in a team environment

Areas of expertise

Primary: legal

Secondary: accounting and finance, HR, environment, media, advertising, tourism, technical descriptions and guides, aviation, general

Daily output

2,000-2,500 words (depending on the subject matter, complexity and clarity of the text)

Professional Experience

Freelance translator

2009 – present

- Translated a portion of the questionnaire for Ukraine's obtaining of the EU candidate status
- Translating documents as part of long-term court proceedings involving major companies
- Translating laws and regulations, contracts, authorizations, etc.

Legal Translation Agency

(Legal Department of ABC group), Kyiv, Ukraine

2007 - 2009

In-house Translator (English/Ukrainian)

- Providing translations of the **legal** and **financial** documents that are accurate and reflect the style and manner of expression of native Ukrainian-speaking people
- Searching terms on the Internet (using search engines, databases, online dictionaries and reference websites) to ensure accuracy in translation

Holographiya LLC, Kyiv, Ukraine

2005-2007

In-house Translator (English/Ukrainian)

- Translating legal documents (agreements, due diligences, articles of association, court orders, laws, etc.), financial statements, articles, etc. from English into Ukrainian and vice versa
- Managing translation process

Education and Professional Training

Sevastopol State Technical University (1995-2000)

Qualification: English Translator/Interpreter/Teacher

PC skills: advanced user of Microsoft Office, Internet, e-mail, CAT: **SmartCAT,**
Memsources, MemoQ