



Inna Savchenko

FREELANCE TRANSLATOR AND INTERPRETER, SUBTITLER

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LINKS

[LinkedIn](#)
[ProZ.com](#)

SKILLS

- Adaptability
- Communication Skills
- Fast Learner
- Microsoft PowerPoint
- Microsoft Excel
- Ability to Work in a Team
- Interpretation Skills
- Time Management Skills
- Microsoft Office
- Subtitle Edit
- Wordfast
- Bamboo
- Catalyst
- Google Docs
- Analytical Skills

LANGUAGES

- Ukrainian
- Russian
- English

PROFILE

English–Ukrainian/Russian translator/interpreter and subtitler with 5+ years of experience, 3 years of manager of financial services experience and 1 year of operations experience. Adept at accurately assessing the context, and translating it in an understandable and appropriate way. Bringing forth a positive work ethic and a commitment to efficiency and integrity.

Throughout my career in translation I've worked as a legal translator, consecutive interpreter, and subtitle translator. Experienced in working with international organizations and refugees.

EMPLOYMENT HISTORY

Consecutive Interpreter/Translator at International Organization for Migration, Kyiv, Warsaw

May 2019 — Present

Interpretation and documents translation (English-Ukrainian/Russian and vice versa); provision of word-for-word interpretation at the interviews for migrants (testimonials of refugees), and IOM staff.

Consecutive Interpreter/Translator at Plan International Ukraine, Kyiv

November 2022 — Present

Consecutive interpretation of trainings, meetings with partners and donors who provide humanitarian aid to Ukrainians suffering from the war; beneficiaries' feedbacks and reports translation.

Consecutive Interpreter/Translator at Self-Employed, Kyiv

September 2020 — Present

Interpretation at meetings, documents translation (English-Ukrainian/Russian and vice versa).

Subtitler, Kyiv

July 2015 — Present

I work with Verboo, IYUNO SDI, Wordlights Translation, Tretyakoff Production, Screen Language Services, Matson Media, Collot Baca Localisation. I translate and create subtitles for movies, cartoons, documentaries, TV shows, information videos, interviews and anime. I use cloud-based platforms or Subtitle Edit.

Provider Experience Associate/Operations Generalist (remote) at Sprout Therapy, Kyiv

June 2020 — July 2021

- Provider onboarding (the full cycle: sending new hire packets, document collection, account creation in different internal programs, work in Salesforce (contact creation, updating information, filling out with information from obtained documents, reports, information analysis)
- Reports creation (Google Sheets)
- Maintaining records
- Writing SOPs
- Conducting researches for the company
- Documentation quality control and signatures collection

Manager of Financial Services at Management Services, Kyiv

August 2016 — December 2018

Business correspondence, finance department; working with PSPs (handling payments, tracking the status of transactions in the PSP back office and internal CRM system, communications with PSPs), customers' queries, being in touch with partners regarding payment of invoices.

Translator/Regulatory Affairs Manager's Assistant at Movi Health, Kyiv

December 2015 — May 2016

Translating legal documents into English, assistance in preparation of documents

Translator at BKB, Kyiv

August 2016 — October 2016

Translating legal documents into English

English Teacher at American English Center, Kyiv

July 2012 — June 2015

Teaching English to adults (working with groups of different levels, conversation clubs, individual lessons)

EDUCATION

Master's Degree at Kyiv Academy for the Humanities, Kyiv

September 2008 — February 2014

International relations and translation, Master's degree; specialist in political science and translation. Graduated with Honors, specialist in political science and translation.