

ELENA KHAFIZOVA

ENGLISH-TO-RUSSIAN
TRANSLATOR

CONTACT INFO

Phone: +7 (922) 4173604
Email: jelena.khafizova@ya.ru

LANGUAGES

Russian – Native
English – Upper-Intermediate
Serbian – Upper-Intermediate

AREAS OF EXPERTISE

Retail
Clothing
Watchmaking
Electronics
Ecology
Marketing
e-Commerce
Cosmetics, Beauty
Website and app interface

TOOLS

SDL Trados Studio 2019
Memsources
Smartcat
Xbench
Subtitle Edit

KEY SKILLS

Translation | Editing | MT post-editing
Audiovisual Translation
Attention to detail
Respecting deadlines
Fast typewriter

WORK EXPERIENCE

FREELANCE TRANSLATOR

Neotech translation company | Jan 2020 - present
Translating marketing content including press releases, presentations, video subtitles, product descriptions, website and app interface, etc. from English into Russian

Global Voices & TED Talks | Feb 2017 - present
Translating TED Talks and newspaper articles about human rights, arts&culture, and digital activism.

UTAIR AVIATION

Insurance Manager | Sept 2008 - Jul 2017
- Creating and modifying procedures and documents related to policies
- Assisting in claims management
- Achieving target budgets
- Minimizing the risk of financial loss

ACADEMIC HISTORY

SURGUT STATE UNIVERSITY, SURGUT

Postgraduate Diploma in Translation
Oct 2017 - Jun 2019

GPA: 5.0

RUSSIAN STATE SOCIAL UNIVERSITY, SURGUT

Bachelor of Banking and Finance
Sept 2003 - Jun 2008

GPA: 5.0