

# OLENA BAITERIAKOVA

Translator & Localization Specialist

## DETAILS

### ADDRESS

Ukraine / Netherlands

### PHONE

+380984585611 (Ukraine),  
+31687400782 (Netherlands)

### EMAIL

batlenna@gmail.com

### DATE / PLACE OF BIRTH

13/01/1986  
Ukraine

### DRIVING LICENSE

Category B

### NATIONALITY

Ukrainian

## LINKS

[LinkedIn](#)

## SKILLS

Computer Skills

Ability to Work Under Pressure

Adaptability

Multitasking Skills

## PROFILE

Professional translator/interpreter from/into English/Russian/Ukrainian languages, dedicated to providing high-quality translations, committed to utilizing my knowledge and skills to the benefit of a company I work for. Excellent time management skills, a can-do team player able to work under pressure. A proficient PC user able to master any new software my employer may need.

## EMPLOYMENT HISTORY

### Freelance Translator, ABBYY

Kiev

Jan 2010 — Feb 2022

Various translations and proofreading from/into English/Russian/Ukrainian languages, mostly in the sphere of Law & Finance. I worked as part of a team of translation specialists (project managers, editors, proofreaders) pursuing the end goal of delivering a high-quality product. In my work I used general (like MS Office and Adobe) and specialized professional CAT (SDL Trados, MemSource) software.

### Freelance Translator, Moscow Translation Agency

Kiev

Aug 2020 — Feb 2022

Various translations and proofreading from/into English/Russian/Ukrainian languages, mostly in the sphere of Legislation, Law, Finance, and some Engineering. I worked as part of a team of translation specialists (project managers, editors, proofreaders) pursuing the end goal of delivering a high-quality product. In my work I used general (like MS Office and Adobe) and specialized professional CAT (SDL Trados, MemSource, SmartCat) software.

### Freelance Translator, Neotech

Kiev

Dec 2009 — Feb 2022

Various translations and proofreading from/into English/Russian/Ukrainian languages, mostly in the sphere of Law & Finance. I worked as part of a team of translation specialists (project managers, editors, proofreaders) pursuing the end goal of delivering a

Leaderships Skills

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Problem Solving Skills

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Strong Communication Skills

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Good time management

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## LANGUAGES

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English

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Russian

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Ukrainian

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## HOBBIES

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Foreign languages, reading,  
painting

high-quality product. Our main clients were Volkswagen AG, Audi AG, Gazprom. In my work I used general (like MS Office and Adobe) and specialized professional CAT (SDL Trados, MemSource) software.

### **Translator & Project Manager, Verbum Translation Agency**

Odessa

Jun 2005 — Jun 2009

I used to run all office work of a translation agency, from search for clients up to delivery of a high-quality product in the end. I organized work of a team of translators from/into various languages, controlled timely delivery of translation orders and their quality, dealt with the notarization and legalization of documents for various countries of the world. I also did translations and proofreading from/into English/Russian/Ukrainian languages in various areas, mostly in the sphere of Law & Finance.

## EDUCATION

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### **Specialist in English and German Languages and Foreign Literature, South Ukrainian Teacher Training University of K. D. Ushinsky**

Odessa

Sep 2002 — Jun 2007

### **Masters of Law, Kiev National Economic University**

Kiev

Oct 2010 — Oct 2013

## REFERENCES

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### **Natalia Cheshenko**

Verbum

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