



TRANSLATION, BACK-TRANSLATION, REVISION, QA

EN-RU, RU-EN, UA-EN, BG-EN

INA CHITENCO – CERTIFIED TRANSLATOR EN-RU (ATIO)

197 Dean Burton Lane · Newmarket, ON L3X 3C4

Cell (416) 617-5226 · E-mail: ina@chitenco.com

Skype contact: [chitenco](https://www.skype.com/name/chitenco) · High-Speed Internet (up to 1 Gbps)

24/7 availability (including weekends and holidays)

PROFILE:

PC proficient Russian native speaker, diligent and detail oriented with proven **18 years** of English-Russian, Russian-English, Ukrainian-English & Bulgarian-English translation and proofreading experience. Certified translator EN-RU (ATIO ID #2877).

SUMMARY OF QUALIFICATIONS:

- **Certified Translator EN-RU (ATIO ID #2877)**
- Fluency in English, Russian, Ukrainian, Bulgarian
- Extensive PC knowledge, including MS Word, MS Excel, MS PowerPoint, Trados Studio 2017, Adobe Acrobat Professional, HTML, etc.
- Translation daily output: 2,500 words
- Excellent knowledge of source and target languages
- Strong attention to detail and the proven ability to meet deadlines; strict confidentiality guaranteed
- Highly organized, able to prioritize and multi-task

EDUCATION AND TRAINING:

Human Resources Management Postgraduate Certificate Program (**with Honors**) **2006-2007**

Humber College Institute of Technology and Advanced Learning, Toronto, ON, Canada

BA in Philology (Russian Language and Literature, Bulgarian Language and Literature), **1991-1996**

Chisinau Ion Creanga State Pedagogical University (Moldova)

EXPERIENCE HIGHLIGHTS (SINCE 1996):

FREELANCE TRANSLATOR

2005-Present

GOVERNMENT PROJECTS: BROCHURES, PROMOTIONAL & TRAINING MATERIALS, AGREEMENTS



Ministry of Health and Long-Term Care: Publications, Posters, Brochures, Pamphlets, etc.

Health Canada: Brochures for General Public (West-Nile Virus, Flu Vaccines, Hygiene Rules, etc.)

Immigration Canada: Promotional & Training Materials for Newcomers

Transport Canada: Brochures on Various Types of Child Seats

LEGAL TRANSLATIONS: CONTRACTS, AGREEMENTS, POLICIES, CERTIFICATES, DECLARATIONS



Government Information: Employment Issues, Publications, Brochures, Provincial Programs, etc.

Business Documentation: Contracts, Agreements, Policies, Licenses, Information Bulletins, etc.

Personal Documentation: Birth & Marriage Certificates, Diplomas & Transcripts, Statements, etc.

Legal Cases: Petitions for Appeal, Witness Statements, Regulatory Matters, Criminal Proceedings.

Human Rights: Woman's Human Rights Complaints, Declarations, Brochures & Publications, etc.

EDUCATION: BROCHURES, DIPLOMAS, ACADEMIC TRANSCRIPTS, CERTIFICATES, PRESENTATIONS



University of Calgary: English Language Program, Intensive Immersion Courses and Programs

Peel District School Board: Letters to Parents, Individual Education Plans, Kindergarten Brochures,

Application for Admission to Elementary and Secondary School, Instructions for Newcomers

Learning Disabilities Association of York Region: Learning Disabilities & Attention Disorders

For Parents & Educators (PowerPoint Presentation)

Hudson College: International Student Guides, Promotional Brochures, Education Materials



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CITIZENSHIP & IMMIGRATION: RULES, REGULATIONS, APPLICATIONS, AGREEMENTS, CLAIMS



Rules & Regulations: Rules, Regulations, Directives, Policies, Acts, Information & Resources, etc.

Citizenship: Rules, Regulations, Applications, Declarations, Bulletins, News, Programs, Reports, etc.

Permanent Residence: Immigration Requirements, Applications, Program Descriptions, Information.

Refugee Matters: Refugee Protection Claims, Applications & Forms, Practices, Publications, Issues.

Sponsorship: Rules, Regulations, Requirements, Applications, Agreements, Reports, Inquiries, etc.

HUMAN RESOURCES & MANAGEMENT: POLICIES & PROCEDURES, REGULATIONS, PRACTICES



HR: Policies & Procedures, Harassment, Drugs & Alcohol, Performance Reviews, Guidelines, etc.

Health & Safety: Industry Policies & Procedures, Work Regulations, Safety Bulletins & Programs.

Presentations: Career Development, Violence Prevention on the Workplace, Safety Regulations.

Management: Performance Enterprise Planning, Career Training, Portfolios, Best Practices, etc.

Planning & Consulting: Strategic Plans & Proposals, Consulting Practices, Business Solutions, etc.

FINANCE & INSURANCE: SHAREHOLDER REPORTS, INVESTMENT & FINANCIAL REVIEWS



Forex: Currency Trading Rules, Trading Handbooks & Resources, User Guides, Policies, etc.

Barclays: Banking Products, Operating & Financial Reviews, Investment Documentation, Securities.

HSBC: Group Policies & Procedures, Finance & Asset Management, Shareholder Reports, etc.

Business Documentation: Financial Reports, Business Proposals & Plans, Statements, Invoices.

Employment Insurance: Benefits Application Forms, Newsletters & Brochures, Social Programs.

MARKETING & TECHNICAL BROCHURES, PRESENTATIONS & PROMOTIONAL MATERIALS



Kinross: Online Magazines • **Viking Air Limited:** Guardian Series 400 and Twin Otter Brochures

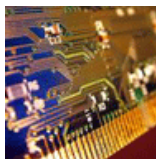
Hypertherm: Press-Releases, Promotional & Technical Brochures, Euronews Messages

Centerra Gold Inc: Presentations, News-Releases, Meeting Protocols, Technical Materials

Forbes: Treasure Island • **Siemens:** Marketing Tools • **Moneybookers:** Presentation Brochures

PF Concept: Promotional Materials, Product Descriptions, Email Campaigns, Brochures, etc.

INFORMATION TECHNOLOGY: HARDWARE, SOFTWARE & LOCALIZATION



Microsoft: Windows Vista Tutorials & Articles, Windows Mobile 6.1 User Guides, Help Files, etc.

Sun Microsystems: Training Materials (Networking Computing Technologies, Servers, Hardware).

Soda PDF: Websites, Brochures, Promotions, Release Notes, Module Descriptions, etc.

HP: User Guides (Printers, Servers, Laptops), Frequently Asked Questions, Customer Queries, etc.

Kerio Technologies: MailServer 6.5 Datasheets, WinRoute Firewall User Guides, Help Files, etc.

MEDICAL TRANSLATIONS: CLINICAL TRIALS, INVESTIGATOR'S BROCHURES, PATIENT INFORMATION



Documentation: Hospital Policies & Procedures, Regulatory Documentation, Reports & Studies, etc.

Manuals & Guidelines: Manuals & Procedures for Nurses & Medical Personnel, Health Plans, etc.

Information for Patients: Patient Information Leaflets, Medical Information for Patients & Physicians.

Scientific Articles: Radiotherapy and Oncology, Hemophilia, AIDS, Epilepsy, Alzheimer Disease.

Clinical Trials: Prostate Cancer, Breast Cancer, Bladder Cancer, Lung Cancer, Blood Cancer, etc.

REFERENCES AND TRANSLATION SAMPLES ARE AVAILABLE UPON REQUEST