

Sveta Bon

Mobile: +38 (067) 857.68.14

E-mail: bon.svitlana@gmail.com

Skype: [svetbon](https://www.skype.com/user/svetbon)

“BUILDING THE BRIDGE OF UNDERSTANDING”

Subject fields:

- Architecture & Civil Construction
- Art & Design
- Law
- Banking, Finance & Economics
- Fiction & Films
- Politics & Sociology
- PR & Marketing
- Tourism & Travelling

Expertise: ▪ Translation ▪ Consecutive interpreting ▪ Transcription ▪ Subtitling ▪ Copywriting

JOB HISTORY

February 2015 – up to present: Freelance Translator & Interpreter

May 2011 – February 2015: English <> Ukrainian \ Russian Translator & Interpreter at “Garden City” LLC (real estate development company)

Mission: Comprehensive language support to the company’s foreign investors & communicating the investors’ message to the native (Ukrainian) project participants

Job description:

- Consecutive interpreting of the conference calls & negotiations \ technical team meetings;
- Translation of all the project-related documentation;
- Editing & proofreading the contracts in cooperation with the legal team;
- Real estate market research & preparing presentations;
- News monitoring & making news reports to the Board

March, 2008 - May, 2011: English <> Ukrainian \ Russian Translator & Interpreter at the International Law Firm “Dentons “

Mission: Interpreting & translating assistance to the legal staff of the firm

Job description:

- Translation of a wide range of legal documents & marketing materials;
- Interpreting conference calls, court interpreting;
- Ensuring the final texts are perfect in spelling, grammar, punctuation and style.

October, 2005- March, 2008: Copywriter at “Devellar”, Kyiv

Job description:

- Writing SEO-optimized web content for the company's websites;
- Creating slogans & advertising materials;
- Concept development for new online products & services;
- Online competitors' research & analysis;
- Monitoring company's online reputation;

- Online media planning;
- Critical analysis of the marketing and advertising strategies;
- Drafting technical specifications for developers' team;
- Control over the content updates & sites' redesigns.

September, 2003 – May, 2005: Teacher of English at the Mykolaiv State University

Job description:

- Teaching English (Grammar & Speaking Practice courses) to the language students of various age groups (17 -45 y.o.);
- Developing Grammar & Speaking Practice course curricula;
- Organization and conduct of rehearsals of the student's theatre studio, movie and literature clubs;

<p>Education</p>	<p>1998-2003 – Mykolayiv State University Master's Degree in the English\German language & literature with honors</p> <p>October- December, 2008 – <i>Consecutive Interpretation Courses at the "Ukraine-Europe Linguistic Center"</i> (http://ukr-europe.com/en/)</p>
<p>Software</p>	<ul style="list-style-type: none"> • SDL Trados 2015 • Subcreator • Subtitle Workshop • MS Office 2016
<p>Volunteer translations</p>	<ul style="list-style-type: none"> • <u>TED translator:</u> http://www.ted.com/profiles/529915/translator • <u>Molodist International Film Festival</u> <ul style="list-style-type: none"> ✓ Subtitling of the competition films into Ukrainian; ✓ assistance in arranging the festival events); • <u>1st Kyiv Biennale of Contemporary Art</u> <ul style="list-style-type: none"> ✓ Consecutive Interpreting for foreign artists; ✓ Comprehensive language & organizational support to Phyllida Barlow & her artistic team; ✓ English – Ukrainian & Russian transcription & translation of the curators and artists' interviews; ✓ English><Ukrainian translation of biennale-related materials for mass media. • <u>Global Lives Project (transcription and translation of videos)</u>