



Maryna Karatkevich

DOB 01.06.1973

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PROFESSIONAL EXPERIENCE

International Research and Exchange Board (IREX), USA

Program Assistant (7/2002 – 8/2003)

- Conducted presentations and rendered consultations on academic and research exchange programs
- Translated program and educational materials from/into English/Russian
- Interpreted at program negotiations

American Center for Education and Research, Inc, USA

Program Assistant (9/2003 – 11/2003)

- Organized and conducted advertising campaign on exchange programs, presentations, consultations
- Translated program and educational materials from/into English/Russian

International Dialogue Organization (Belarus)

Program Coordinator (4/2004 – 9/2005)

- Organized monthly alumni events, seminars, trainings, conferences
- Wrote reviews for the web-site both in English and Russian
- Translated program materials from/into English
- Wrote monthly program reports in English
- Interpreted at program negotiations

Deputy Director (9/2005 – 9/2007)

- Participated in drawing-up organizational logistics and activity planning
- Created and conducted distant-learning course “Basics of Academic Writing” in English
- Wrote reviews in English and Russian and edited the web-site

Personnel – Technologies Company (Belarus)

Deputy Director (1/2008 –4/2009)

- Participated in working out company policies and activity planning
- Conducted professional development events for the staff
- Worked out trainings on Academic Writing and Business Communication
- Translated educational materials into English
- Wrote and edited materials for the web-site in Russian and English

Freelance collaboration with translation agencies (2004 – present)

Translation Company Effectiff (Russia) www.effectiff.com

Quality Control Manager, Chief Editor (4/2009 – 11/2012)

- Supervised the activities of the company's editors
- Carried out performance assessment of the company's translators
- Made project glossaries and instructions for staff
- Provided professional training for staff
- Considered clients' complaints
- Wrote articles for the company's website

Ongoing freelance collaboration with translation agencies:

WBTC Group, Russia (2012 – present)
Booking.com, the Netherlands (12/2012- present)
Webzlab, the Netherlands (01/2019 – present)
Intercomm, Italy
Klook, Hong Kong (01/2019 – 03/2020)
Codex Global, the UK (01/2018 – present)

Main translation fields:

Legal, business, marketing, tourism, gastronomy, fashion, fiction

EDUCATION

Women's Institute "ENVILA", Minsk, Belarus
Translator's Department
Diploma with honors (9/1998 – 4/2003)
Design School, fashion design, Minsk, Belarus, diploma with honors (9/1991 – 5/1994)

PROFESSIONAL DEVELOPMENT

Trainings:

"Alternative Conflict Resolution", 2005
"Art of Negotiations", 2005
"Organizational Development. Motivation and Stimulation of Personnel", 2006
"Gender Aspects of Human Resource Management", 2006
"Successful Communication", 2007
"Strategy and Tactics of Successful Job Interview", 2007
"3-D Negotiations", 2008

VOLUNTEER ACTIVITIES

Global Family Alliance (USA)
Volunteered for "Children of Chernobyl" respite program in the USA in 2005, 2006, 2007, 2008
Assisted in organization of the trip and preparation of the group
Interpreted for program participants at organizational, medical, educational events
Translated program materials, medical documents, correspondence

AWARDS

Winner of contest for best fiction translation, Women's Institute "ENVILA", 2001

SKILLS

Languages: Russian (native), English (excellent), Italian (advanced)