

CURRICULUM VITAE

IGRONOVA NATALIA



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GOALS

- Full-time position with a large international organization, utilizing my experience in the field of foreign languages and management
- Short and long-term interpreting assignments for private companies, international organizations, non-governmental organizations or similar entities

WORK EXPERIENCE

12.2021 – present

International Law Development Organization (IDLO) Online On call Interpreter / translator

Assist international members of the HQCJ Selection Commission and HCJ Ethics Council in carrying out their functions specified in the law and prescribed in the Rules of procedure

Translate application forms and supporting documents from Ukrainian into English

Translate relevant information received by the Selection Commission and Ethics Council from Ukrainian to English

Translate information requests and questionnaires issued by the Selection Commission and Ethics Council from English into Ukrainian

Assist international members of the Selection Commission and Ethics Council with consecutive/simultaneous interpretation from English to Ukrainian and vice-versa in their communication with the Ukrainian members of the Selection Commission and Ethics Council, respectively, Secretariat members, candidates, and other stakeholders

Provide consecutive/simultaneous interpretation from English to Ukrainian and vice-versa during working level and official meetings of the Selection Commission and Ethics Council

Produce an accurate written translation of legal and other project-related texts from English to Ukrainian and vice-versa

Assist international members of the Selection Commission and Ethics Council in performing their day-to-day tasks

Assist IDLO in carrying out project-related activities by providing written translation and consecutive/simultaneous interpretation from English to Ukrainian and vice-versa.

- 05.2022-10.2022** **European Union Agency for Asylum (EUAA)**
Interpreter, cultural mediator, Constanta, Romania.
 Provided a full range of translation/interpretation services to EUAA team of experts and Ukrainian citizens between English, Ukrainian and Russian. Translation of written texts and documents from Ukrainian/Russian into English language. Other duties as assigned
- 03.2019-01.2022** **International project ‘Court, citizens, community, state: cooperation for change’. Hybrid: online and onsite in Odessa**
 Translation team manager, interpreter, translator
 Provided simultaneous and consecutive interpretation between English and Ukrainian/Russian and vice versa online and onsite in Odessa. Provided translation of legal acts and project relevant documents from English into Ukrainian/Russian and vice versa.
 Managed the work of interpreting and translation team.
- 01.2015-05.2018** **OSCE Special Monitoring Mission to Ukraine, Odessa**
Language Assistant
 Provided a full range of translation/interpretation services to the Odessa monitoring team both in the office and during patrol, including:
 Consecutive interpretation from Ukrainian/Russian into English and vice versa during meetings with interlocutors (attorneys, prosecutors, judges, elected officials and representatives of regional and local government, civil society, military and border guards, clergy and members of the local population);
 Translation of written texts and documents from Ukrainian/Russian into English language and vice versa;
 Keeping minutes of discussions and preparing summaries of court proceedings, meetings and conferences;
 Analyzing local media and preparing a synopsis in English of events relevant to the monitoring team;
 Maintaining and updating contact lists of external interlocutors;
 As directed, arranging meetings with local interlocutors;

EDUCATION

- 1990-2001 Secondary: School #69, Odessa
- 2001-2006 **Higher:** Odessa National University named after I.I. Mechnikov. Department of Romance and Germanic Philology (graduated with honors) Specialists Degree (Masters Equivalent)
- 10.2011-11.2012 **Higher:** Odessa National Economic University. Department of Organizational Management Specialist’s Degree (Masters Equivalent)

ADDITIONAL EDUCATION & CERTIFICATES	
18 August, 2022	Introduction to the Ethical and Professional Standards, EUAA
1 June, 2022	EUAA Operational training for interpreters supporting information provision
21-26 July, 2021	UTIC (Ukrainian Translators and Interpreters)

	Conference), Dnipro
21-26 July, 2020	UTIC (Ukrainian Translators and Interpreters Conference), Dnipro
1-14 July, 2020	Conference interpreting course by Andrew Falaleev, module 2 (online)
22-23 May, 2020	Seminar by Julia Poger 'Know your worth' on marketing for interpreters (online)
1-14 April, 2020	Conference interpreting course by Andrew Falaleev, module 1 (online)
18-25 January, 2020	Conference for interpreters "Global dialogue", Moscow
2 November, 2019	Ethics of conference interpreters
15-16 June, 2019	Class on consecutive interpretation by Julia Poger (Kyiv)
6 April, 2019	Seminar on relevant military translation problems (Kyiv)
13 June, 2017	Sustainable destination management
13 June 2017	Marketing and promotion of destinations
9 March 2017	Landmines and explosive remnants of war safety training (OSCE)
7 April 2016	Four days training course on hostile environment awareness (OSCE)
29 September – 1 October 2015	Training course on dialogue facilitation (OSCE)
28 August, 2015	Landmines and explosive remnants of war safety training (OSCE)
19 June, 2015	How to conduct focus group discussions with Internally Displaced Persons (OSCE)
01.03.2014-01.04.2014	Certification as a guide of Odessa city and region. Issued by Odessa City Council.
13.03.2013-16.03.2013	Seminars on marketing and management
21.04.2012	Development of Team-Building Skills. Carried out by Odessa Economic University
22.11.2011-23.11.2011	Council of Europe's Sustainable Wine Culture Tourism: Training for Trainers. Levels 1 & 2
12.06-13.06.2010	Seminar on business entrepreneurship. Carried out by

	Odessa Economic University
11.2009-05.2010	Course of green tourism development. Carried out by TASIC-CBC
1.11.2009-15.06.2010	Course of Jewish history & culture. License for guiding of Jewish groups Issued by Odessa Jewish Cultural Center "Migdal"
01.12.2006-30.04.2007	Odessa State Guide Courses. License as a guide of Odessa city and region
09.2006-09.2007	Πιστοποιητικό ελληνομάθειας Δ (Certificate of Greek language learner). Issued by Greek Language Center of Thessaloniki
09.2005-09.2006	Πιστοποιητικό ελληνομάθειας Γ (Certificate of Greek language learner). Issued by Greek Language Center of Thessaloniki
09.2004-09.2005	Πιστοποιητικό ελληνομάθειας Β (Certificate of Greek language learner). Issued by Greek Language Center of Thessaloniki
09.2003-10.2004	Πιστοποιητικό ελληνομάθειας Α (Certificate of Greek language learner). Issued by Greek Language Center of Thessaloniki
14.07.2003-14.08.2003	Summer Language Course in Greek, National University of Ioannina
09.2000-01.2001	Odessa State School of Foreign Languages. Graduated with Honors.

LANGUAGES

- Russian (mother tongue)
- Ukrainian (mother tongue)
- English (fluent)
- Greek (fluent)

SKILLS

- Organizational Management
- Interpreting & Translation
- Group & Tour Leadership
- PC user: CAT tools
- Able to deal calmly with challenging situations
- Self-motivated with pro-active mindset