

Elina Dyachuk

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46, Mitchcroft Road
Cambridge
UK

RELEVANT SKILLS AND ACHIEVEMENTS

Translation/interpreting background

- extensive experience in translations of general shipping, various legal and commercial, including financial, documents: agreements, charter-parties, letters, correspondence;
- extensive experience in interpreting at commercial negotiations and meetings (both consecutive and simultaneous).

General commercial experience and skills

- drafting commercial contracts;
- liaising with UK and foreign banks, resolving various issues arising during payments processing;
- writing business letters, preparing presentations, reports, company profiles;
- experience in arbitration procedures, writing claims, counter-claims, legal reports;
- dealing with notarization and legalization.

Languages

- native languages - Russian and Ukrainian;
- proficient in German.

Elina Dyachuk

EDUCATION

Kyiv State Linguistic University , Kyiv, Ukraine	English language department Degree in English and German philology	1992 – 1997
Academy of Foreign Trade , Kyiv, Ukraine	Department of International Law Masters Degree	1999 - 2002

RELEVANT WORKING EXPERIENCE

Legal and Writing Assistant to Company Director	Inmarine Ltd. , Commercial Sea Vessels and Yachts Registration and Management <ul style="list-style-type: none">translation of legal documents, drafted by a London Law Firm, for the company customers (including, but not limited to Deeds of Covenants, Memoranda of Agreement, etc.);drafting and translation of company advertisement materials and profiles (English – Russian) for international exhibitions	2015-present
Shipping Documentation Coordinator	Logistrans (UK) Ltd. , Freight-Forwarding and Shipping Company, London <ul style="list-style-type: none">drafting, processing and translation of commercial contracts (English – Russian, English – Ukrainian);preparing documents for S&P deeds;liaising with shipbrokers, solicitors, company lawyers;translation of business correspondence to the Company Director;	2003 - 2015
Head of the Representative Office	Representative office of Logistrans (UK) Ltd., UK, in Kiev, Ukraine <ul style="list-style-type: none">coordination of work of London and Kyiv offices;processing contracts;assistance and coordination of projects for purchase and management of sea vessels;liaising with UK law companies;translations of English documents and contracts for Ukrainian counterparts	2002 –2003
Company Lawyer Assistant, Translator/Interpreter	Logistrans Co. , Freight-Forwarding company, Kiev, Ukraine <ul style="list-style-type: none">assisting the company lawyer at arbitration hearings;registering, filing and processing freight-forwarding contracts, Bs/L, charter-parties;responding to claims;drafting court related documents for court hearings;drafting legal reports on maritime issues;translation of legal documents to the Company Director;interpreting at meetings	1999 - 2002

Interpreter/translator**Logistrans Co.,** Freight-Forwarding company, Kiev, Ukraine **1997 -1999**

- translation of everyday business correspondence and documents, including contracts for transportation and freight-forwarding services;
- interpreting at business talks;
- contact person for FIATA related issues.