



ELENA A. BUNKOVA
 YOUR FINANCIAL & LEGAL TRANSLATOR
 ENGLISH — RUSSIAN — GREEK

ABOUT ME

I am an experienced freelance translator, native Russian speaker. I help my clients understand financial and legal documents in English and Greek, protect their interests in foreign court jurisdictions, conduct business in offshore zones. I provide linguistic and cultural support for my clients, so they could perform transactions with their foreign partners in a quick and easy way.

PROFESSIONAL SKILLS

- Translation:
 - Legal
 - Financial
- Business documents, correspondence, articles
 - Glossary compiling
- Editing (revision), proofreading
 - DTP

LET'S COLLABORATE!

Mobile: +7 (966)-777-58-45
 Email: e.bunkova@financial-translator.ru
www.financial-translator.ru/en/
 Facebook: @Elena.A.Bunkova
 Twitter: @fin_transRU
 Instagram: @englishgreektranslator

PERSONAL INTERESTS

- Professional events
(forums and conferences)
- Weightlifting
- Reading
- CPD

PAST EXPERIENCE

Freelance Translator

NEDRA Publishing House, Moscow, Russia (December 2019—Ongoing)

- Translation of legal and financial documents, personal documents and certificates from English and Greek into Russian and vice versa

Freelance Translator

Clifford Chance CIS Limited, Moscow, Russia (July 2019—Ongoing)

- Translation of legal documents from English and Greek into Russian

Freelance Translator

Eclectic Translations, Saint Petersburg, Russia (July 2019—Ongoing)

- Translation of legal documents from English into Russian

Freelance Translator

Simwell Translation Agency, Moscow, Russia (April 2019—Ongoing)

- Translation of legal and financial documents, business and personal documents from English and Greek into Russian

Freelance Translator

EnRus Translation Agency, Moscow, Russia (2017—Ongoing)

- Translation of legal documents from Greek into Russian

Freelance Translator

Moscow Translation Agency, Moscow, Russia (2015—Ongoing)

- Translation of legal and financial documents, personal documents and certificates from English and Greek into Russian and vice versa

In-House Translator, Project Manager, Editor

AKM Translations (March 2012—May 2019)

- Translation of various types of documents, personal documents and certificates of company clients; editing translations of in-house and freelance translators from English and Greek; glossaries compiling; consultations for clients concerning their translation project needs and goals
- **From May 2019 to present, I continue collaboration and cooperation with my former employer as a freelance translator**



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PAST EXPERIENCE (CONTINUED)

Freelance Translator

Sochi City Chamber of Commerce and Industry (2011–2012)

- Approximately 25k words of legal and financial document translation from English and Greek into Russian and vice versa

PREVIOUS EDUCATION

Pyatigorsk State Linguistic University (PSLU), Pyatigorsk, Russia

Department of English and Psychology

- Degree in English and Psychology
- Graduated with Major in Linguistics in 1999

State Greek Language Course at Faneromeni School, Nicosia, Cyprus

Courses for foreigners, 2002 to 2003

Higher School of Economics (on Coursera)

Financial Markets and Institutions, July 2017

- Online course (course completion certificate upon request)

Corporate University of Sberbank (on Coursera)

Banking and Finance, February 2020

- Online course (course completion certificate upon request)

AKM Translations, Moscow, Russia

Workshop on Memsource CAT Tool for translators, terminologists, editors and proofreaders (2015)

- Memsource CAT Tool Knowledge Certificate (upon request)

STANDARDS & REQUIREMENTS

- In my work, I am guided by quality standard ISO 17100 *Translation Services—Requirements for Translation Services* developed especially for translation services providers and aims to unify the terminology used in the translation field, define basic requirements for LSPs and create a framework for the interaction of customers and service providers in terms of their rights and obligations, as well as the translation quality indicators described in SAE J2450 *Translation Quality Metric* standard.

WORKING HOURS

- Monday thru Friday: 10 a.m. to 7 p.m. (Moscow Time)
- Saturdays, Sundays and Public Holidays: **Weekend Rate**