

Vassilieva Elena



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Professional Summary

Qualified professional English/Russian translator and interpreter (freelance) with excellent communication and interpersonal skills, hard-working, friendly and client-oriented.

Education

Internship in Germany, Academy of Economics
(Economics and Finance)
Certificate
Completed: 2007

Presidential Program for managers:
Marketing Specialist with English
Completed: 2007

Bachelor of Russian and English Languages (Linguistics)
Kostroma State University
Graduated: 2002

SPECIALIZATIONS:

GENERAL	Education, websites, certificates, correspondence, tenders
BUSINESS	Tourism, accounting, banking, financial, logistics, shipping, catering and trade, insurance, economics, marketing
TECHNICAL	Machinery, electronics
LEGAL	Contracts, official documents, EU legislation
MEDICAL:	Dentistry (dental technology, equipment), cancer research, nursing, health care
SCIENCE	Psychology, biology

Employment History

December 2007 — May 2011:

Long – term project with Fitch Ratings (Finance, Accounting, Law and Business translations)

June 2011 – Present:

Translator: International long–term projects. Finance, Accounting, Law, Business, Technical. Other translation fields: upon clients' request

Responsibilities:

Provided translation services for any documents, research or administration;

Liaised with English speaking staff, stakeholders and the public;

Developed a dictionary with common words and phrases used in the industry

Main Achievements:

Provided professional translation services for project proposals and official communication needs within international partnerships and international delegates;

Translated medical materials, technical and scientific texts, user/automotive manuals, web pages, software localization, medical device software, press releases, patents, subtitles and tourist guides for my clients;

Translated a lot of business reports, presentations and researches for my clients;

Translations and interpreting: negotiations' planning and participation (basically with Lithuanian partners and investors) within the framework in joint venture enterprise (3, 5 years);

Banks, Moscow: electronic auctions (legislative instruments), liaise with English speaking staff, stakeholders and the public (1 year);

Assisted in creating glossaries and proofreading translated materials.

September 2000 – Present: English and Russian Language Coach

Private clients, Moscow Region

Responsibilities:

Provide coaching services to students and business professionals seeking proficiency in English and Russian

Other Skills

Déjà Vu, Trados, 1-C Bukhgalteria (Accounting, soft).

References

Upon request
