



Curriculum Vitae

Olga Gridneva

Certified Full-Time Freelance Translator

Phone: +7 913 822 90 91

E-mail: olgerda@gmail.com

Skype: Transgreat

LinkedIn: <https://www.linkedin.com/in/olga-gridneva-a986a571>

Web-page: <http://ruslinguist.com>

Proz.com: <http://www.proz.com/translator/909679>

Working Languages	English-Russian; Russian-English; German-Russian; Russian (monolingual)
Services	Translation Proofreading Editing/Reviewing Transcription Transcreation DTP QA
Translation Experience	<p>2002 – till present Freelance Translator/Proofreader for a number of Translation Agencies in Russia and Europe (Milengo, LanguageWire, MondoLingua, Globalexicon, etc.)</p> <ul style="list-style-type: none"> • Translating technical documentation (IT, hardware/software, operation manuals, technical specifications, nuclear safety programs, etc.); • Business documentation (business plans, finance & banking documents); • Marketing and advertising materials • Videogames; • Correspondence; • DVD training courses; • Training programs for account managers; • General legal documents <p>The companies I made translation for (including, but not limited to):</p> <p>ZWILLING J.A. Henckels AG Willy Bogner GmbH & Co. KGaA Cisco Targus Europe Ltd Skrill Limited Phoenix Design Aid A/S Phoenix Design Aid / MDG-Fund PANDORA A/S Nissan Nordic Europe Oy</p>

	<p>Metso Engel & Völkers EF Education First Ltd. (HQ) CBRE Inc CASIO Europe GmbH Akzo Nobel Coatings Ltd Aker BioMarine ASA Adtomic Acubiz A/S</p> <p>My published translations can be found at (including, but not limited to):</p> <p>http://www.123sait.ru/ www.pandora.net www.skrill.com</p>
<p>Other Experience</p>	<p>October 2007 – April 2010 Translator/project manager/technical writer at the IT company developing and customizing XML content management solutions (SiberLogic Inc. www.siberlogic.com)</p> <ul style="list-style-type: none"> • Describing new functionalities for XML content processing products; • Updating help documentation; • Translating e-mail correspondence, developers’ comments, web-site materials, white papers, etc. • Translation/interpretation assistance in customer support sessions; • Making the product tutorial movies; • Writing Evaluation and User’s Guides, etc. <p>April 2006 – October 2007 – Full-time translator/project manager at the IT system integrating company (Stack Ltd., Software Localization Department)</p> <ul style="list-style-type: none"> • Translating technical texts, business correspondence, marketing materials, training programs, technical manuals, localizing software products, etc.; • Project managing; • Interpreting <p>April 2004 – February 2005 - British Council Assistant and Translator</p> <ul style="list-style-type: none"> • Interpreting/translating • Teaching English • Maintaining and updating library materials, • Providing information on education grants, scholarships in UK, USA; • Conducting English Language training meetings; • Arranging IELTS examination;
<p>Areas of Expertise</p>	<ul style="list-style-type: none"> • Marketing, Advertising • Websites Localization • ELearning courses • IT, Hardware/Software • Business & Finance • User Guides, Technical Manuals • Law (general) • Psychology

	<ul style="list-style-type: none"> • Art and culture
Education and Memberships	<p>Diploma with honours in Linguistics and Translation, Tomsk State Pedagogical University;</p> <p>Certificate by Tomsk Polytechnical University “2-year course of Laser Optics and Electrophysics”</p> <p>Certificate by Wharton School, University of Pennsylvania “Introduction to Marketing”</p> <p>Certificate by Proz.com “Member of Certified PRO Network”</p> <p><i>(Above credentials provided upon request)</i></p>
Technical Equipment	<p>Software:</p> <ul style="list-style-type: none"> • Trados 8.0 • Trados Freelance 2015 • MemoQ 2015 • Adobe Photoshop • Adobe Indesign <p>Hardware:</p> <p>64-bit OS Windows 7 SP1, Intel Core CPU @2.50GHz 230GB HDD/8GB RAM, DVD/CD-RW, Ethernet cable 100Mbit/sec connection</p>
Additional Information	<p>My daily output is 2,000 – 3,000 words;</p> <p>My translation rates depend on urgency and difficulty of the projects offered.</p>
Reference	<p>References and sample translations can be found at my Proz page http://www.proz.com/profile/909679 or on my personal website http://ruslinguist.com.</p>