

Elena A. Kivshik

English < > Russian & Ukrainian translator / interpreter

Year of Birth 1970
Nationality Ukrainian
Qualification Diploma with Honours in Linguistics

Academic Training

1987 Secondary education/Kharkiv, Ukraine
1987 - 1992 Kharkiv State University, Department of Foreign Languages, translator & interpreter of English & French
1990 City of Bath University (UK), Department of Modern Languages and European Studies

Languages

Ukrainian and Russian Native languages
English Near native language
Japanese Basic level
French Intermediate level

Professional Background

1992 – 1993 Translator of fiction, Marathon Publishing House, Kharkiv
1993 – 1994 Special Assistant and Interpreter, KPMG Fides Management Consulting (Zurich, Switzerland), Kharkiv Project Office, Kharkiv
1994 – 1995 Secretary and Translator, PADCO Project Office (USAID Housing Privatisation and Management Project)
09/96 – 12/99 Cooperation with KPMG (SOFI), Swiss Government Banking Technical Assistance Project, Kyiv, Ukraine.
02/00 – 05/02 DFID Re-Employment Project implemented by Birks Sinclair and Associates, (UK); project coordinator, translator and interpreter, Kharkiv office, Ukraine
11/04 – 12/05 DFID Support to USIF Project implemented by Birks Sinclair and Associates, (UK); project coordinator, translator and interpreter, Kharkiv office, Ukraine
1995 till now Freelance translator and interpreter.

Professional Experience

- A lot of experience in translation of **banking** manuals, **financial** statements, **training manuals** in all kinds of **management-related subjects** (salary management, client management, business planning, marketing).
- Extensive experience in translation of all kinds of **legal** documents (laws, regulations, contracts, court documents).
- Extensive experience in translation of **medical and pharmaceutical** materials: medical studies protocols, patient surveys, medical records, descriptions of medical procedures and equipment, training materials for doctors (mainly psychiatrists), consents, rules and codes of ethics of various clinics, lab results, drug descriptions, surveys, questionnaires.
- Extensive experience in translating various manuals, user surveys, user handbooks, instructions and guides related to **mobile communications and telecommunications**.
- Extensive experience in translation of **hotel and tourist sights descriptions**, as well as employee manuals and company policies of major global hotel chains.
- Extensive experience in translation of **fashion** related materials, translation and **MTPE** of **e-commerce** materials (e.g. product updates).
- Extensive experience in **consecutive and simultaneous interpreting** at international conferences, business meetings, seminars, negotiations.
- Extensive experience in translation of **patents** (IT, telecommunications, biochemistry, pharmaceuticals, oil and gas, mechanics).
- Extensive experience in translation of all kinds of documents (such as annual financial statements, production reports, all kinds of due diligence and surveys) for one of the major global **mining** companies.
- Experience in **transcription and subtitling** of educational videos, movies, interviews, promotional and entertainment videos.
- Extensive experience in **games localization**.
- Experience in Proof-reading and **editing** English-Russian **dictionaries**,
- Extensive experience in translation of all sorts of **educational materials** (including related to **early education**).
- Extensive experience in translation of documents in the field of **social policy and social development**.
- Extensive experience in translation of documents related to **COVID-19 pandemic and refugee crisis** (including related areas of **human trafficking and child protection**).
- **Regular written translations** in the following fields: banking, business, economics, education, environmental issues, finance, IT, legal, management, manufacturing, marketing, medicine, pharmaceuticals, telecommunications etc.

Computer skills MSOffice, SDL Trados 7.0 Freelance, SDL Trados Studio 2011 and 2014, Idiom Workbench, MemoQ 2015, MemSource, WordBee, SubtitleWorkshop 4.0, Subtitle Edit, GTS.

Capacity 2500-3500 words a day.