

Curriculum Vitae Kateryna Glebova



Personal Details

Full name: Kateryna Glebova
Marital status: divorced
Currently in: Eisenhüttenstadt, Germany

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Programmes/Software: Jira, Figma, Harvest, XTM, SmartCat, Transifex, Weglot, Trados, SDL Trados, Smartling, Word, Excel, Power point, Paint, PDF converter, CRM, notion workspace

Educational Background

Degree	Issuing body/institute	Date of award
Master degree in law (civil process)	National Academy of Internal Affairs of Ukraine	May 2020
Specialist, Marketing and PR	Institute of Investment Management	March 2009
Specialist, Technical Translation (English, French)	National Technical University of Ukraine "KPI"	June 2007
Junior lieutenant of reserve, Specialist, Finance	Military institute of the National Technical University of Ukraine "KPI", financial department	June 2006

Languages

- Ukrainian / Russian – native speaker
- English - fluent
- German - intermediate /advanced
- French – intermediate

Career History Previous employments

Date and Role	Key responsibilities
April 2023 - till now	Free-lance translator (GERMAN-UKRAINIAN, ENGLISH - UKRAINIAN) LanguageWire GmbH Zielstattstr. 38 81379 Munich Deutschland
April 2022 - November 2024 - Localization team lead (end of the agreement, management decided not to develop the translation vertical) Sora Union, American Startup PO Box 4407 PMB 85948, Little Rock, AR 72203	• Project evaluation / Preparation and analysis of all localization data • Manage the whole proofreading/translation process • Quality standards monitoring • Prepare and follow-up on translation projects into various languages incl. project/job creation and quality assurance checks in translation management tool / Project implementation in the field of software localization • Create, expand, and maintain translation memories and termbases • Ensure consistent translation of terminology and overall text quality on the basis of existing writing rules, incl. layout • Ensure high text quality in English texts with respect to terminology and layout and on the basis of a style guide • Finalize the layout of normative documents and check layouts of other documents according to our corporate design • Internal and external team coordination

April 2009 - April 2022 - Co-Founder, Glebov translation bureau 03049, Kyiv, Bryllova street 12, of. 5 https://glebov.com.ua/	•Managing client requests and digesting the instructions •Serving as a liaison between clients and operation teams •Leading the project analysis process and submitting quotes and schedules to clients •Sharing the requirements with the team members and ensuring the proper implementation •Tracking project schedules, ensuring quality delivery, and controlling the budget •Preparing account proposals and reports for clients •Leading meetings with clients for project and proposal reviews •Holding internal meetings for workflow optimization and problem-solving •Working with Language & Resource team for the delivery of quality management and resource allocation adjustment •Supporting the Sales & Marketing team to work on new initiatives
January 2008 - April 2009 - Press Service Specialist Klitschko Brothers' Fund, the political organisation "Block of Vitali Klitschko" Kyiv, Mechnikova street 3, business centre "Parus"	•Create compelling content across multiple channels; including blog posts, emails, event presentations, videos, webinars, etc. for global campaigns and activations •Collaborate with cross-functional marketing teams (Creative, Product Marketing, Events, Brand, Operations, Performance, Social Media, and Website) to deliver KPI-driven content to audiences •Lead the research and reporting on emerging trends in technology, IT, and SAAS •Stay abreast of content marketing best practices, emerging trends, and technologies to continuously enhance our content strategy •Take ownership of customer success stories in collaboration with Product Marketing team •Optimize content for SEO to improve organic visibility and drive traffic to our website
January 2007 - December 2007 - Translator, then was promoted to the journalist in the Business Department Publishing House "Kommersant-Ukraine" Kyiv, Rybalskaya street 22	•Write, develop, edit and publish original content that inspires and influences audiences. This includes creating headlines, body; conduct keyword searches, and being able to research industry-related topics to produce articles and posts. •Research trends in the industry, write news pieces and present the news in an honest and balanced manner. •Investigating and reporting on current events, work on articles and features that update and influence public opinion. •Contribute to campaign and/or brand initiatives, including proposing taglines for launches, merchandise descriptions, and social media platform updates.
January 2004 - December 2006 - Translator/interpreter American-Ukrainian company NTT Kyiv, Moskovskiy prospect 22	•Translation of documents and manuals, negotiations

	- with foreign partners •Establish an industry standard termbase aligned to digital business needs •Manage the 1spot corporate - terminology and definitions - creation/storage - distribution - maintenance •Carry out specialist research and apply state-of-the-art terminology identification methods (deep learning) •Manage language rules to convey messages in the correct way •Implement and measure translation quality assessment and provide the related key performance indicators •Work on correct use of terminology for better machine translation results •Drive and foster terminology processes and work closely with functional departments •Harmonise 1spot content in terms of linguistic quality by fostering translation memory maintenance processes •Contribute to the enrichment of the tool landscape in order to embed right usage of terminology in content creation processes •Participate in product and feature naming processes as part of product development
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