

# Elena Kravchenko

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## EDUCATION:

**September 2007 – July 2009:** Kharkov National Polytechnic University, "Computer science and Management" department, chair of strategic management, specialization – project management, qualification – Projects and programs management professional. Master degree with honors.

**September 2007 – July 2009:** Academy of Internal Troops of Ukraine, philology and translation department, specialization – translation, qualification – master in philology, teacher and researcher, translator in/from two languages (English, German).

**September 2003 – July 2007:** Kharkov National Polytechnic University, "Computer science and Management" department, specialization – translation and interpreting (English and German languages). Bachelor degree with honors.

## PROFESSIONAL EXPERIENCE:

**2007 – present: freelance translator, interpreter to/from English, German, Russian, Ukrainian, creation of subtitles for films, technical writer (IT)**

Fields of specialization:

- Marketing
- Technical (operation instructions, user guides, manuals)
- IT (hardware, software)
- Business
- General

While working as a freelance translator, I participated in large translation/language QA projects for the following well-known companies and organizations directly or through intermediaries:

- ✓ *Amazon Kindle* (creation of glossaries, translation and proofreading of user manuals, amazon.com web-site content and marketing materials)
- ✓ *Eastman chemical company* (translation and proofreading of press-releases, internal letters etc.)
- ✓ *Microsoft* (proofreading, linguistic QA of learning courses)

- ✓ *Intel* (linguistic QA of promotional videos)
- ✓ *Polar.com* (translation of user manuals, localization of web applications and instructions for web services)
- ✓ *Samsung* (translation of web-camera user manuals)
- ✓ *Turkmengaz* (translation of oil & gas technical manuals)
- ✓ *Papagai.tv* (translation of videos for learning German)
- ✓ *Nike* (proofreading, translation of guidelines and training courses for Nike employees)

**February 2014 – August 2014: translatorsfamily.com (freelancer)**

*Project manager*

Responsibilities: management of translation projects (allocation of projects between translators and editors, time and budget control, quality control)

**August 2010 – present: CGI, <http://www.cgi.com>**

*Freelance translator and technical writer*

Responsibilities:

- Translation, editing and improvement of ongoing project documentation (German/English)
- Assistance with the communication for the team leaders and project managers (German/English/Russian)
- Localization testing of the developed products
- Writing/editing/translation of messages and other texts of the developed products
- Functional testing of the developed products
- Creation of bug reports and descriptions of potential problems

**March 2010 – August 2010: LuckyWarePro**

*QA Engineer, translator (German, English)*

Responsibilities:

- Web-application testing (manual)
- Creation of bug reports and descriptions of potential problems (in German)
- Development of new test cases
- Communication on all aspects of the tested project with the German customer
- From German into English/Russian (and vice versa) translations
- Specifications writing

**August 2008 – March 2010: ZFort Group**

*Contact manager, translator, tester*

Responsibilities:

- Project monitoring (correspondence, communication with customers, creation of reports on progress of tasks accomplished by team, discussion of questions on the project)
- Formation and allocation of tasks among the project developers and tracking progress of their execution
- Testing (black box)
- Translation and interpreting (English)

### **March 2008 – July 2008: Nix Solutions**

*Software tester*

Responsibilities:

- Web-applications testing (manual)
- Bug reports creation
- Creation of the new and update of the old test cases

### **November 2006 – February 2008: QArea**

September 2007 – February 2008: *translator and interpreter, sales manager, marketer assistant.*

Responsibilities:

- Translation and interpreting (English, German)
- Search for customers and technical support
- Contracts negotiation
- Translation and editing of company's marketing articles and profiles

November 2006 – September 2007: *translator and interpreter, project manager assistant*

Responsibilities:

- Emails writing
- Translation of documentation, specifications, e-mails
- Synchronous translation of communication with customers in messenger.
- Interpreting

### **August 2007 – September 2007:**

*Participant of the student exchange program in Austria.*

### **May 2005:**

Participant of the international youth conference in Germany (Stuttgart) where on my own initiative I was an interpreter from English and German into Russian.

**October, December 2004:**

Interpreting into English for international observers during the presidential elections in Ukraine.

**Summer 2002 – 2006:**

Voluntary jobs on interpreting excursions from Russian into English and German. Translation of technical documentation and business correspondence.

**LANGUAGES:**

- Russian – native
- Ukrainian - native
- English – fluent (written, spoken)
- German - fluent (written, spoken)
- French – pre-intermediate level

**CAT-tools:**

- SDL Trados
- Catalyst
- Idiom
- MemoQ
- Xbench

**Software:**

- MS Office
- Adobe Acrobat
- Fine Reader

**PERSONAL QUALITIES:**

Achievement orientation, optimism, learning and analytical capabilities, creativity, ability to work in team and meet the deadlines.