

# Curriculum Vitae

## Personal information

First name(s) / Surname(s) **Alla OREL**  
Address(es) 20, Berejanska str., Kiev 04201 Ukraine  
Telephone(s) Mobile: +38 066 020 08 73,  
+38 093 165 88 80  
E-mail [alla.orel@gmail.com](mailto:alla.orel@gmail.com)  
Nationality Ukrainian  
Date of birth 17.03.1962  
Gender Female

## Work experience

Dates Present – 1995  
Occupation or position held Independent contractor  
Main activities and responsibilities Translation  
Name and address of employer Different companies and organisations, such as Arthur Andersen (audit in Ukrainian banks), TF1 (reportages on the Chernobyl NPP and others), Ukrainian Chamber of Commerce and Industry and Kiev Chamber of Commerce and Industry (legal documents, expert appraisals, certificates, contracts, agreements, etc.) and others  
Type of business or sector Translation  
Dates 1997-1998  
Occupation or position held Deputy head of Department  
Main activities and responsibilities Organisation of the works of the sales department, sales & sales management, competitive analysis for product planning  
Name and address of employer Travel company "SAM"  
Type of business or sector Tourism  
Dates 1993-1993  
Occupation or position held Representative  
Main activities and responsibilities Organisational matters related to association's registration and activity in Ukraine, communications with the Ukrainian government institutions, hospitals, families of victims of the Chernobyl disaster  
Name and address of employer Association « Les Enfants de Tchernobyl »  
Type of business or sector Charity  
Dates 1994-1995  
Occupation or position held Assistant Representative, Agency Director  
Main activities and responsibilities Sales management, accounting  
Name and address of employer Air France  
Type of business or sector Airlines, passengers and cargo services  
Dates 1991-1993  
Occupation or position held Secretary, translator  
Main activities and responsibilities Secretarial duties, translation  
Name and address of employer French Embassy in Ukraine  
Type of business or sector Diplomacy  
Dates 1987-1991  
Occupation or position held Ticket sales agent, ticket sales manager  
Main activities and responsibilities Ticket booking and sales, customer service

Name and address of employer | Transport Agency, INTOURIST

Type of business or sector | Tourism

## Education and training

1995-1997

Title of qualification awarded

Principal subjects/occupational skills covered | Business Administration, Master's program, 1,5 years

Name and type of organisation providing education and training | Kiev National Economic University

1994

Title of qualification awarded | Certificate

Principal subjects/occupational skills covered | Sales and accounting training

Name and type of organisation providing education and training | Training Centre, Air France

1992

Title of qualification awarded | Certificate

Principal subjects/occupational skills covered | Languages skills enhancement, modular courses for French language Teachers

Name and type of organisation providing education and training | CAVILAM, France

1979-1985

Title of qualification awarded | Diploma, Master's degree

Principal subjects/occupational skills covered | Romance and German languages, specialization in French philology

Name and type of organisation providing education and training | Taras Shevchenko National University of Kiev

## Personal skills and competences

Mother tongue(s) | **Russian, Ukrainian**

Other language(s) | **French, English**

Computer skills and competences | Competent with all Microsoft Office programmes, experienced with SDL Trados 2017, Memsource, Adobe InDesign

**Additional information**

My native language is Russian/Ukrainian.

Language combinations and direction:

French to Russian

French to Ukrainian

English to Russian

English to Ukrainian

Fields of expertise:

Social sciences, ethics

Economy, marketing / market research

Communication

Law, legislation and politics

Engineering (general)

Energy / electricity generation / alternative energy

Enterprise / commerce

Biology

Medicine/medical equipment

Certificates / diplomas / licences / CV Agriculture

IT (general)

Tourism

and others.

**Rates**

My rate for translation is 0,06 Euro per source word and for proofreading – 0.03 Euro per source word.

**Mode of payment**

Payment by Skrill, bank transfer, carte VISA/Mastercard.