



# Tatiana Grehan

## Freelance Translator

### PERSONAL DETAILS

444 Washington Boulevard, Apartment 6145

Jersey City, NJ 07310 (EST)

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<http://www.proz.com/translator/1658470>

Time zone: EDT

### LANGUAGE PAIRS

English – Russian (mother tongue)

Russian – English (fluent)

### SERVICES

Translation

Proofreading/editing

### PERSONAL SUMMARY

Multi-skilled, reliable and experienced English < > Russian translator with strong sense of commitment to clients, good understanding of multicultural issues, capable of working under pressure in order to achieve goals and meet deadlines.

### KEY SKILLS AND COMPETENCES

- Eloquent and accurate translation
- Ability to review and edit translations
- General erudition and familiarity with different cultures
- Flexibility and constant availability
- Great attention to detail with excellent work ethic

- Software: Office tools (Word, Excel, PowerPoint)
- CAT tools: Wordfast Pro, MemSource

## AREAS OF EXPERTISE

Translating business documents, articles and documents related to corporate management and finance, **human resources, marketing, advertising, life style**, travelling, **general culture**, history, education, **social media** and other areas; translating and creating articles in Wikipedia (English and Russian). Specialty: contracts and agreements, financial statements, constituent documents of a company, documents related to HR management (company policies, regulations, job descriptions, training materials, etc.)

## TRANSLATION EXPERIENCE

Worked as a full-time translator and interpreter at Russia's biggest steel plant from 1989 to 1999. Used and developed translating and interpreting skills throughout several career changes since 1999, after moving first to the UK, then to the USA. Full-time freelance translator since January 2011. Completed translations for several agencies and private clients in Russia, the UK, and the USA. References can be provided upon request.

## RATES & AVAILABILITY

Translation rate per source word: USD 0.09 (EN>RU), 0.11 (RU>EN)

Proofreading/editing per hour: USD 20.00

**(rates are negotiable**, discounts available for long-term projects)

Payment method: PayPal, US bank cheque

Full time translator, Monday to Friday, 9am to 6pm (EST)

Can work evenings and weekends if necessary (15% surcharge)

Daily output - 2000 to 2500 words (source language)

## ACADEMIC QUALIFICATIONS

BA (Honors) - English & German

Magnitogorsk State University, Russian Federation

1979-1984