

ELENA KHARITONOVA

GMT+4

45 Zhilgorodok street, building 1
apt. 63 urban-type settlement Volzhsky
Samarskaya Oblast'
446394 Russia

Cell: +79871544699

WhatsApp/Viber: +79272119395

Skype: lenachka163

info@ektranslations.ru

ektra163@gmail.com

www.proz.com/translator/1812265

www.translatorscafe.com/cafe/Profile/?ForOthers=true

www.linkedin.com/in/elena-kharitonova

www.ektranslations.ru

<https://glagol-t.ru/>

NATIVE LANGUAGE

Russian (resident of Russia)

LANGUAGE PAIRS

English>Russian

German>Russian

AREAS OF SPECIALIZATION

Technology: installation, operation and maintenance manuals for machine tools (incl. CNC) and home appliances, security systems, compressor equipment, pneumatics, brewing, food industry

IT: computers (hardware, software), catalogues, manuals, brochures, user interface

Marketing: web-content, presentations, press releases, researches, flyers, articles, brochures, catalogues

Business: founding documents, contracts, annual reports, resolutions, e-mails.

RATES & SERVICES

Translation: Euro 0.07/word

Editing, MTPE: Euro 0.04/word

Proofreading: Euro 0.03/word

PAYMENT TERMS

Paypal, bank transfer (Euro, USD, Rub) 1-60 days after invoice, VAT not applicable

HARDWARE

2 PC's with different characteristics

SOFTWARE

SDL Trados Studio 2021, Memsource Editor, Across v.7.0, MemoQ 9.5, Windows 8, MS Word 2013, Excel 2013, Power Point 2013;

EDUCATION

Samara State University, Faculty of Romance-Germanic Philology 2000-2005

CREDENTIALS

2005: Philologist. Lecturer. Master's degree.

2005: Translator and Interpreter for Professional Communities. Master's degree.

2016: Proz.com Certified.Pro English into Russian translator

2016: Proz.com Certified.Pro German into Russian translator

2017: Member of pre-screened pool of professionals Proz.com Pools™

2019: Glagol-T translators' team

EXPERIENCE

2003-till present

English/German-Russian translator, reviser, proofreader

SWISSTRANSLATE

January 2016- till present

Translation Agency (Geneva)

ENG/GER-RU (TECHNOLOGY, ONLINE CONTENT, REPORTS)

translator specializing in online content, articles, flyers, brochures, presentations, press-releases, manuals, UN-reports etc.

TIMILON

September 2015- till present

Translation Agency (Samara)

ENG/GER-RU (TECHNOLOGY, ONLINE CONTENT, OFFICIAL PAPERS)

translator specializing in online content, articles, extracts and certificates, invoices, technical texts (vehicles and engines)

KOLKO GROUP

July 2015- till present

Translation Agency (Moscow)

ENG/GER-RU (MARKETING, BUSINESS, LAW, TECHNOLOGY, ONLINE CONTENT)

translator specializing in online content, marketing reports, articles, contracts, official and business letters, invoices, claims and defenses, commercial proposals, installation and operation manuals (multi-touch display), private papers and documents of companies for notary certification

COSTA

Sept. 1, 2009 – May 31, 2010

Investment and construction company (Moscow)

English-Russian translation and interpretation for General Contractor at the construction site IKEA SAMARA– interpretation during construction and installation works and meetings, phone calls, OHSE trainings; translation of technical and commercial documentation, OHSE documents, also: preparing of bilingual minutes of meeting, rush translation of commercial correspondence.

BALTIKA BREWERIES

March 1, 2007 – May 31, 2008

Brewery plant (Samara)

German-Russian translation and interpretation of installation supervision by experts of foreign manufacturers (expansion of plant facilities) – interpretation during installation works and meetings, translation of technical and commercial documentation, preparing of bilingual minutes of meeting, etc.

MY RECENT PROJECTS

German-Russian translation: systems for brewing industry (2765 words, 4 days, Trados 2021)

Editing of a Ger.- Rus. technical translation (Mühlen & Shredder, 1000 words, 1 day, Word 2013 (tracked changes))

English-Russian translation: Projector - Presentation (11K words, 5 days, MemoQ 9.5).

Editing of an English-Russian translation: Press-release URWERK

German-Russian translation: Line for production of bread and pastry mixtures (installation and exploitation manual) (20K words, 6 days, MemoQ 9.5).

German-Russian Translation of a rotary-blade sharpening machine manual (installation, adjustment and exploitation) (10K words, 5 days, SDL Trados Studio 2021).