

ELENA KHARITONOVA



GMT+4
45 Zhilgorodok street, building 1
apt. 63 urban-type settlement Volzhsky
Samarskaya Oblast'
446394 Russia

Cell/ WhatsApp: +7 987 154 46 99
Skype: lenachka163
info@ekstranlations.ru
ektra163@gmail.com
www.proz.com/translator/1812265
www.translatorscafe.com/cafe/Profile/?ForOthers=true
www.linkedin.com/in/elena-kharitonova
www.ekstranlations.ru

NATIVE LANGUAGE LANGUAGE PAIRS

Russian (resident of Russia)
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, etc.
Marketing: web content, presentations, press releases, researches, flyers, articles, brochures, catalogues
Business: founding documents, contracts, annual reports, resolutions, e-mails, trainings (including LQA review), policies, etc.
International Organizations: press-releases, surveys, discussions
TV: post-editing of subtitles for a well-known in Europe news talk show
Education: training courses (marketing, sales, business integrity)

SERVICES

Translation Euro 0.06/word, Review Euro 0.04/word

PAYMENT TERMS

SWIFT, SEPA, IBAN (London), Proz.Pay
USD and EUR 1-60 days after invoice

HARDWARE SOFTWARE

2 laptops with different characteristics
SDL Trados Studio 2022, Memsource Editor, Phrase, MemoQ 9.6, SmartCat.
Windows 10, MS Word 2016, Excel 2016, Power Point 2016;

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, creative translator

SWISSTRANSLATE

January 2016- till present

Translation Agency (Geneva)

TIMILON

September 2015- till present

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

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

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)

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

English-Russian translation and LQA testing:

Marketing strategy e-learning course of a well-known international corporation (12,3K words, 8 days, Across)

English-Russian localization: RPG (10K words, 8 days, SDL Trados Studio 2021)

English-Russian RPG translation evaluation (700 words, 3 versions of translation, evaluation with my comments and suggestions, 1 day, Excel 2016)

German-Russian creative translation: Cosmetics (catalogues, press-releases, packages, flyers, etc. (23781 words, 11 months, ongoing project, SDL Trados Studio 2021)

Revision of an English-Russian translation: a well-known Swiss watchmaker's press-releases

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