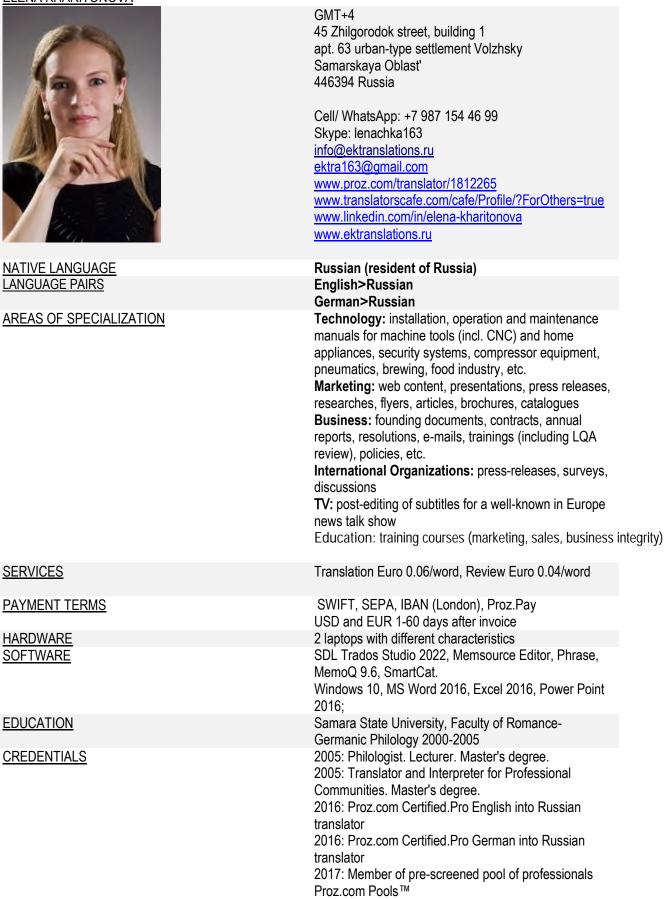
ELENA KHARITONOVA



EXPERIENCE

2003-till present SWISSTRANSLATE January 2016- till present translator Translation Agency (Geneva)

2019: Glagol-T translators' team

English/German-Russian translator, reviser, creative

	ENG/GER-RU (TECHNOLOGY, ONLINE CONTENT, REPORTS) translator specializing in online content, articles, flyers, brochures, presentations, press-releases, manuals, UN-reports, etc.
<u>TIMILON</u> 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)
<u>KOLKO GROUP</u> 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
<u>COSTA</u> 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.
<u>BALTIKA BREWERIES</u> 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.
<u>MY RECENT PROJECTS</u>	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)