



## Europass Curriculum Vitae

### Personal information

First name(s) / Surname(s) **Anna KOSHELETS, SSpec. BBak.**  
Address(es) 8, Hans Czettelstrasse, 2525 Guenselsdorf, Austria  
Telephone(s) +43 6803306132  
E-mail [office@anna-koshelets.at](mailto:office@anna-koshelets.at)  
Nationality Ukrainian  
Date of birth 30.12.1982  
Gender Female



### Work experience

Dates 2014 onwards  
Occupation or position held Certified Court Interpreter for German and Russian and Ukrainian

Dates 2013 onwards  
Occupation or position held Freelance Interpreter and Translator for Russian, Ukrainian, German and English  
Main activities and responsibilities

- independent project management in a 9-language translation project for Raiffeisen Centrobank AG
- translation and interpreting in public and private sector

Name and address of employer Anna Koshelets Sprachdienstleistungen e.U., [www.anna-koshelets.at](http://www.anna-koshelets.at)  
Type of business or sector Language Services

Dates November 2011- September 2013, October 2013 – onwards voluntary as full member  
Occupation or position held Branch Office Manager  
Main activities and responsibilities

- independent project management and business planning
- represents the organization at the international level
- development and maintenance of trilingual website [www.abile-west.at](http://www.abile-west.at)
- prepares scientific, business and legal documentation in English, Russian and German

Name and address of employer Nonprofit tax exempt organization ABILE WEST (Viktor E. Frankl Training Institute of Logotherapy and Existential Analysis, Western Austria), 38, Defreggerstrasse, A-6020 Innsbruck  
Type of business or sector Psychology, Social Sector

Dates February 2005-October 2011  
Occupation or position held Expert in English and German Translation and Interpreting  
Main activities and responsibilities

- acted at the interface between Western European vendors and the Ukrainian consumer in numerous industrial investment projects on re-equipment, lean production and environmental management
- Executive Assistant to the Project Manager in the above-mentioned industrial investment projects
- prepared technical, business and legal documentation in English, German, Russian and Ukrainian
- provided interpretation in negotiations at the top and medium company level

Name and address of employer PJSC "Ilyich Iron and Steel Works", 1, Levchenko str., UA-87504 Mariupol  
Type of business or sector Steel Industry, Mechanical Engineering

Dates December 2003-January 2005

Occupation or position held Translator and Interpreter for English, German, Russian and Ukrainian  
 Name and address of employer PJSC "Azovmash", 1, Mashinostroiteley Pl., UA-87535 Mariupol  
 Type of business or sector Mechanical Engineering

**Education and training**

Dates October 2006 – July 2011  
 Title of qualification awarded Distance learning certificate (Hons)  
 Principal subjects/occupational skills covered Meaning-Oriented Psychology (Logotherapy and Existential Analysis acc. to Viktor Frankl)  
 Name and type of organisation providing education and training ABILE (Training Institute of Logotherapy and Existential Analysis), 52, Kaiser-Josef-Platz, A-4600 Wels

Dates 2005-2008  
 Title of qualification awarded University-Master's degree (Hons)  
 Principal subjects/occupational skills covered Business Administration  
 Majors: International Economics, Financial Management, Industrial Organization  
 Thesis: "Ways to Boost Economic Efficiency of the Capital Assets in Steel Industry"  
 Name and type of organisation providing education and training Donetsk National University, 24, Universitetskaya str., UA-83001 Donetsk

Level in national or international classification ISCED 5

Dates March – August 2004  
 Title of qualification awarded was awarded a DAAD (German Academic Exchange Service) grant  
 obtained Certificate of Semester Study  
 Principal subjects/occupational skills covered Business German, English, Organization, Conducting Negotiations, Strategic Brand Management  
 Name and type of organisation providing education and training Institute of Applied Sciences of Wuerzburg, 12, Muenzstraße, D-97070 Wuerzburg

Dates 1999-2004  
 Title of qualification awarded University-Master's degree (Hons)  
 Principal subjects/occupational skills covered Translator/Interpreter for English, German, Russian and Ukrainian  
 Majors: Comparative Stylistics, Pragmatic Aspects of Translation, Specialized Translation  
 Thesis: "Polysemy of English Terms and Overcoming Ambiguity in Scientific and Technical Translation"  
 Name and type of organisation providing education and training Pryazovskyi State Technical University, 7, Universitetskaya str., UA-87500 Mariupol

Level in national or international classification ISCED 5

**Personal skills and competences**

Mother tongue(s) Russian, Ukrainian

Other language(s)

Self-assessment

European level (\*)

**English**

**German**

Understanding				Speaking				Writing	
Listening		Reading		Spoken interaction		Spoken production			
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user
C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user	C2	Proficient user

(\*) [Common European Framework of Reference for Languages](#)

Social skills and competences

- strong intercultural skills gained due to participation in numerous international projects as well as study and work abroad
- profound experience in external relations both in nonprofit and profit sector
- diplomatic skills acquired in international negotiations at the top management company level
- ability to tackle complex and sensitive issues due to the comprehensive training in Psychology
- excellent mediating skills acquired while acting at the interface between representatives from different countries in industrial and social management projects
- multilingualism – ability to rapidly switch between the four languages due to regular work in multi-language teams

Computer skills and competences

- Excellent command of
- Document Management Software (Fabasoft Folio Cloud, Dropbox)
  - Spreadsheets (Excel, LibreOffice Calc)
  - Content Management Systems (Joomla with the use of MySQL as a database)
  - Internet, Email, Microsoft Word and PowerPoint

Driving licence

Category B

**Additional information**

- PRESENTATIONS (selection)
- “Social Brain – a Europe-Wide Violence Prevention Project Within EU-Programme Daphne III” - Vienna: International Conference of Logotherapy Research and Training Institutes “The Future of Logotherapy”, March 2012
  - “Loanwords in German”, - Mariupol: Pryazovskyi State Technical University, 2003
- PUBLICATIONS (selection)
- “Slang and Subcultures”–Mariupol: Pryazovskyi State Technical University, 2003
  - “Oral Translation Specifics”–Mariupol: Pryazovskyi State Technical University, 2002