

**ELENA SHTRONDA**

Freelance Translator

**PERSONAL DATA**

Date of birth: January, 1, 1981

Place of residence: Vyshneve, Ukraine

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| **SERVICES PROVIDED** | |
| Translation, editing and proofreading of documents of any complexity  Language pairs:   * English – Russian/Ukrainian and vice versa * Spanish – Russian/Ukrainian and vice versa * Russian – Ukrainian and vice versa   Areas of specialization:   * Medicine (instructions for use and test reports for drugs and medical devices, surveys, summary discharges, analysis, conclusions of experts, certificates, references, etc.) * Technical documentation (instructions for use, test reports, etc.) * Automotive documentation (user guides, service books, maintenance manuals, etc.) * Localization of software and help articles * Translation of periodic printed socio-political publications * Education (academic transcripts, diplomas, certificates, etc.) * Tourism and real estate (descriptions of hotels, villas, residential complexes) * Advertising and marketing (presentations, reviews, product descriptions, commercial offers, etc.) * Finance and business (contracts, agreements, correspondence, etc.) * Personal documents (certificates, references, CVs, etc.) | |
| **KNOWLEDGE AND SKILLS** | |
| Languages:   * Ukrainian — native * Russian — native * English — fluent * Spanish — upper intermediate * Chinese — basic * Italian — basic   Software:   * MS Office (Word, Excel, Power Point, Outlook) * SDL Trados Studio * MemoQ * Across * XTM * Verifika * Xbench   Sales Manager skills (market analysis and sales plans, search and support of advertisers, negotiations, presentations, media-plans, accounting documentation, business correspondence) | |
| **WORK EXPERIENCE** | |
| February 2015 – present | Freelance Translator |
| August 2003 – February 2015 | Edipresse Ukraine LLC — Receptionist / Traffic Manager of Advertising Sales Department / Advertising Sales Manager / Senior Advertising Sales Manager, Translator (English — Russian/Ukrainian) |
| **EDUCATION** | |
| 1998–2003 | Kyiv National Linguistic University, qualification — Philology (Chinese and English languages) |
| July–August 2015 | English translation course, TRIS Translation and Interpreting Center |
| February 2015 | Course of lectures “Introduction to Tourism”, POEKHALI S NAMI Travel Agencies |
| 1995–1998 | Linguist Language School, Bila Tserkva, English language |
| **PERSONAL QUALITIES** | |
| Active life position, purposefulness, creative approach to work, self-organization, diligence, punctuality, fast learner | |
| **HOBBIES** | |
| Foreign languages, travelling, snowboarding, dances, cinema | |