

**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 complexityLanguage 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.)
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| **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 |