



# Tetiana Skibitska – Curriculum Vitae

## Personal information

Date of birth	18.01.1975
Sex	female
Contact telephone, viber	+380990128069
Messenger (ICQ, Skype, etc.)	Skype ID: tanorexica
Email address	tskibitska@yahoo.com
Country and city of residence	Ukraine, Ivano-Frankivsk region, Kalush
Time zone (GMT/UTC)	EET (GMT/UTC+3 in summer, GMT/UTC+2 in winter)
Language pairs	English-Russian, English-Ukrainian, Ukrainian-English, Russian-English, German-English, German-Ukrainian, German-Russian
Native language	Ukrainian and Russian
Services	Translation, editing, proofreading, copywriting, rewriting, consecutive interpreting, tuition (Russian and Ukrainian as native speaker, English ESP)

## EDUCATION

Name of educational institution	Graduation year	Faculty	Qualification	Degree
Vasyl Stefanyk Precarpathian National University	1997	Faculty of Foreign Languages, Major English	Philologist, Teacher of English Language and Literature, German Language and Literature	Master
Ivan Franko Lviv National University	2004	Faculty of Foreign Languages, Post Graduation studies		
Vasyl Stefanyk Precarpathian National University	2009	Faculty of Second Higher Education, Psychology	Psychologist, Teacher of Psychology	Master

## EMPLOYMENT

1.	Period of work (month, year)	January, 1996 – present time
	Position	Freelance translator and interpreter
	Employer	Individuals and organizations
	Fields of specialization	Translation and interpreting
	Functions	Translating general and specialized texts, occasional interpreting (conferences, private)
	Professional achievements	<ul style="list-style-type: none"> <li>translated a number of manuals (business, psychology, arts) from and into English</li> <li>edited a textbook in Medicine (English)</li> <li>translated into English and edited academic articles (medicine, law, psychology, education, social sciences, arts)</li> <li>translated from English articles on psychology, design</li> <li>translated business communication (e-mails and letters, educational, business, technical, and general vocabulary)</li> <li>translated personal documents and documents for visa, such as Birth and Marriage Certificates, Divorce Documents, Bank Statements, Diplomas with Transcripts, different Certificates, Declarations, Info Letters and Apostille from Ukrainian, Russian, Serbian, Bulgarian and German into English and from English into Ukrainian and Russian</li> </ul>

		<ul style="list-style-type: none"> <li>• interpreted at conferences and privately (political, business, educational, general vocabulary)</li> <li>• translated contracts and agreements (a total of 250k words) for a translation company, as well as some other legal and financial documents</li> <li>• translated patents for utility models from Russian and Ukrainian into English</li> <li>• translated a number of technical documents, such as specifications, software and electronics manuals from and into English</li> <li>• translated Business plans and Annual Reports (a total of 33k words) in the field of Microelectronics from German into English</li> <li>• translated web-site content (software subject matter) from English into Russian (a total of 20k words)</li> <li>• translated articles and documents in the field of Medicine from Russian and German into English and from English to Russian (a total of 100k words)</li> <li>• translated User Guides for applications from English to German (a total of 25k words)</li> </ul>
2.	Period of work (month, year)	September, 1997 – July, 2000;
	Position	Teacher of English and German
	Employer	Secondary School # 7 in Kalush, Ivano-Frankivsk Region
	Fields of specialization	Teaching English and German to primary pupils
	Functions	Teaching, preparing lesson plans
3.	Period of work (month, year)	September, 1999 – present time
	Position	Assistant Professor at the Department of Foreign Languages
	Employer	Vasyl Stefanyk Precarpathian National University
	Fields of specialization	English and German for Specific Purposes (ESP), English for students of English Philology, Specialization Courses in Lexicography, Lexicology, Theoretical Grammar, Translation Studies, Stylistics
	Functions	Teaching, proofreading and assessing, preparing educational programs, courses, taking part in specialized conferences, writing academic articles
	Professional achievements	<ul style="list-style-type: none"> <li>• prepared a total of about 20 courses</li> <li>• published 9 articles on Business Letter Writing</li> <li>• took part in 12 conferences, both domestic and international</li> <li>• published 2 personal manuals and 10 of joint authorship</li> </ul>

### SKILLS AND ABILITIES

- Full working proficiency in English
- Fluent both in speaking and writing/editing in English
- Advanced in reading and writing in German, intermediate in speaking German
- Highly organized, purposeful, resourceful and energetic personality
- Attentive to detail, flexible and deadline driven
- Can work in SmartCat and Wordfast Anywhere

### COMPUTER SKILLS AND AVAILABLE SOFTWARE

Ms Office, SDL Trados, MemoQ, DejaVue, Adobe Acrobat, Finereader

### HOBBIES, INTERESTS

Travelling, hiking, swimming, reading