

CV

Alina Chobotar

English – Russian/Ukrainian
Translator / Editor / Proofreader

- Residing:** Dnipro, Ukraine
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ProZ.com profile: <http://www.proz.com/profile/2359121>
- Credentials:** *Dnipropetrovsk State University (1992 – 1997)*
Faculty of Psychology and Sociology
Department of Educational Psychology and the English Language
Graduate Diploma in Psychology and the English Language (with honours)
LT BE No.001007, issued on June 30, 1997
- Interregional Academy of Personnel Management (2007 – 2009)*
Faculty of Postgraduate Education
Postgraduate Diploma in Business Management
12DSK No.128028 issued on April 15, 2009
- Source language:** ENGLISH
- Target languages:** RUSSIAN / UKRAINIAN – both are native tongues (I was born and raised in the bilingual environment, where both languages are fluently spoken)
- Services:** Translation from English into Russian / Ukrainian
Editing / Proofreading (texts in native tongues only)
- Performance:** Translation: 1500 – 2000 words per day (standard), up to 4000 WPD (rush jobs)
Editing/proofreading: 3000 – 4000 WPD
- Fields of expertise:** **Business management** (corporate economics, international economic relations, marketing, human resources, investment, strategic, operative, financial, motivational management, etc.) / **Contracts / Social science / International organizations, development and cooperation / Elections / Government / Politics / Psychology** (general, developmental, educational, differential, social, industrial, psychology of personality, psychodiagnostics, personality abnormalities, psychotherapy, etc.) / **Fashion** (commercial & luxury) / **Healthy lifestyle / General & literary translations / Bible & Christianity**
- Skills and strengths:** Excellent command of both mother tongues, in-depth knowledge of syntax, spelling, punctuation, word formation, morphology, lexicology, stylistics – make my target texts (in Russian and Ukrainian) good in style and mistake-free and thus requiring little, if any, proof-reading
Good writing, editing/proofreading skills
- Work experience:** 3 years of teaching practice, 18+ years in translating, 7 years of interpreting (consecutive interpretation)
- April 2017 – till present
Freelance translator, editor, proofreader
- 2007 – April 2017
OOO DAFMI, HR Manager, Head of HR Department
Freelance translator

2001 – 2007
OOO DAFmi (production of automotive spare-parts), full-time translator/interpreter.
Translating contracts, business correspondence, shipping documents, design documentation, technical specifications for raw materials, operating manuals for production equipment, QM documents, press releases, website content, etc. Interpreting at business negotiations, technical meetings, conferences, trade shows and exhibitions.

1997 – 2000
Teaching English at the Department of Educational Psychology and English language of Dnipropetrovsk State University, at the English language learning courses, as a private tutor; interpreting for Christian missions.

Software: Adobe Acrobat, MS Word, MS Excel, Power Point

CAT tools: Wordbee, MateCat