**curriculum vitae**

**Nathalie Koval**

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Work experience:

*July 2011 - April 2013 - interpreter / chief accountant in Podillia-Travel, travel company*

• Translation proofreading/translation of company website texts from/to English/German

• Translation of contracts and company legal documentation from/to English/German

• Translation and preparing of visa application documents from/to English/German

• Simultaneous interpreting during conduct of negotiations with company partners in English

• Arrange of individual and group excursions in English for foreigners

• Translation of technical documentation

• Coordinated personal errands for executives and associates

• Served as the first point of contact for clients, executives, and external partners by greeting them and answering phone or email messages

• Arranged business trips for executives by securing air and ground transportation, reserving hotels and conference rooms, and preparing itineraries

• Reviewed records for accuracy and compliance, revising of the company's handbook to reflect updated state, and company regulations

*April 2013 – September 2015 translator /economist, wholesale-manufacturing company*

• Translation of contracts and company legal documentation from/to English/German

• Simultaneous interpreting during conduct of negotiations with company partners in English

• Translation of technical documentation

*October 2015 - interpreter/* *FEA manager, O.L.KAR-AgroZooVet-Service veterinary company*

• Translation proofreading/translation of company website texts from/to English/French

• Translation of contracts and company legal documentation from/to English/French

• Creating and translation of veterinary drug dossiers from/to English/French

• Simultaneous interpreting during conduct of negotiations with company partners in English/French

*Freelance work*

• Nikkiso, CareFusion, Zeiss, Essilor, Braun, CyDen, Biotrisse AG, PharmaResearch, Meyer-Haake GmbH, Shenzhen CosBeauty Technology Co. Ltd, Procter&Gamble, Comesa, Croma

**Education:**

2006 - 2010 Vinnytsia trade and economic institute of KNTEU – translator of English/German (Bachelor)

2005 - 2010 Vinnytsia trade and economic institute of KNTEU - accountant (Master)

2010 - 2011 Kyiv national linguistic university – English translator/interpreter (Master)

**Special skills:**

• Advanced user of such software applications as Windows XP, Windows Vista, Windows 7, Trados 2009

**• Language skills**: Ukrainian, Russian – native speaker, English - fluently, German – advanced, French – basic, Polish – basic, Spanish - basic

Personal characteristics: personal leadership, social skills, responsibility, operational capability, managerial skill, hopefulness, creativity