

SWETLANA FILIMONOV



WORK EXPERIENCE

PROJECT MANAGER

05/2020 - Ongoing

KERN Global Language Services

- Project Management/Account Management
- Translation and Proofreading (EN-DE, RU-DE)
- Quality assurance in accordance with ISO9001 und ISO27001
- Formatting of documents in MS Word, Excel, PowerPoint
- Pre- and post-processing of projects in SDL Trados

IN-HOUSE TRANSLATOR

10/2020-05/2020

Morningside Translations

- Translation, Proofreading, Checking and Machine Translation Post-Editing (EN-DE) of patents and legal texts
- Specialist fields: technical, medical, pharmaceutical, automotive, engineering, life sciences, IT
- Daily use of MemoQ, terminological tasks and formatting of documents in MS 365 applications
- Use of reference material, glossaries, styleguides

IN-HOUSE TRANSLATOR

06/2020-09/2020

Weinig AG

- Software localisation (DE-RU, EN-RU)
- Translation of technical manuals in the field of industrial engineering (DE/RU)
- Translation of marketing texts for the company website (DE-RU, DE-EN)
- Took part in creating and translating the monthly newsletter (DE-RU, DE-EN)

OTHER WORK EXPERIENCE

- Conference interpreting (simultaneous) at the conference "It's up to YOUth!" hosted by the United Nations Association of Germany (EN/DE)
- Literary translation for the journal "emotion" by s.Oliver Würzburg (DE-EN)
- Translation of historical texts for the local government of the city of Würzburg
- Volunteer translation of subtitles for TED Talks (EN-DE, EN-RU)
- Volunteer translation of news articles and blog entries for Translators without Borders

CONTACTS



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LANGUAGES

German ●●●●●
English ●●●●●
Russian ●●●●●
Spanish ●●○○○

SKILLS

IT

MS Office
SDL Trados 2019
MemoQ 8.7
Memsources

SPECIALIST FIELDS

Business and Finance
Technical
Legal
Marketing

QUALIFICATIONS

Translation Dissertation Prize for Best Masters Dissertation in Translation Studies

Aston Excellence Scholarship for £5,600 for the academic year 2017/18

Pearson LCCI SEFIC with distinction

EDUCATION

M.A. TRANSLATION IN A EUROPEAN CONTEXT

09/2017-09/2018

Aston University

- Graduated top of my class with a First-Class-Honours-Degree
- Master's thesis on the use of online resources in the translation process, awarded with the Translation Dissertation Prize for the best Master's dissertation in Translation Studies
- Modules included: Text Analysis for Translation, Specialised Translation Project, The Translation Profession

STATE-CERTIFIED TRANSLATOR AND INTERPRETER

09/2014-07/2017

Würzburger Dolmetscherschule (WDS), Würzburg, Germany

- Graduated top of my class with a First-Class Honours Degree
- State-certified translator and interpreter for the language combination English-German and additional courses in the language combination Spanish-German
- Modules included: General and Technical Translation, Business and Finance, CAT tools and Commercial Correspondence

B.A. SPECIALIST TRANSLATION (Specialist field: technical) (Incomplete)

03/2015-07/2017

University of Applied Sciences Würzburg-Schweinfurt

- Modules included: Specialised translation and technical training in Engineering in the language combination English/German
- Modules in Linguistics and Intercultural Communication in the language combination English/German and English/Spanish
- Modules in CAT Tools and Subtitling

STUDIED LAW

10/2013-06/2014

University of Bayreuth, Germany

A-LEVELS

07/2013