

Viktoriia Fomina

Ross-on-Wye 
07384352399 
fomina.vicky@yahoo.com

Skills

- fluent oral and written language skills (Russian, Ukrainian, English, German (B2))
- communicative skills, easily get along with people
- have basic knowledge of the subtitling process
- can paint and draw, like creative tasks
- computer skills: Word, PPT, Photoshop
- fast learner, able to work in a team
- subtitling programs: Aegisub, Subtitle Edit

Experience

MAY 2022 – PRESENT

Quality Assessment / Wye Valley, Ross-on-Wye, UK

One of the workers responsible for Quality Control of the goods produced by the company.

MAY 2022 – PRESENT

Translator/Interpreter /Freelance, Ross-on-Wye, UK

Translation/interpretation from English into Russian and Ukrainian and vice versa. Subtitling, translation of subtitles. Transcription.

AUGUST 2018 – 24.02.2022

Tour Guide to Chernobyl Zone / Chornobyl Tour, Kyiv

one of the guides to Chornobyl Exclusion Zone. Communication with people from different countries of the world, responsible for their safety and lives. My tasks: 1. To solve all organizational matters; 2. To make the trip as comfortable as possible; 3. To eliminate all possible dangers, if there are any on our way; 4. To provide the guests with true and accurate information on the Chornobyl accident; 5. To translate documents for my company, if needed.

NOVEMBER 2017 – JUNE 2018

English Teacher / Think Global School, Kyiv Progress School, Kyiv

Think Global School: responsible for teaching children of school age (English) (1, 2, 3, 4, 5, 6 grades), creating English language surrounding for Ukrainian kids. Responsibilities in Progress School: responsible for teaching adult students of different levels from Beginner to Upper Intermediate, creating English Language atmosphere for them, evening courses, intensive courses, rendering all possible help to students on demand.

MAY 2015 – NOVEMBER 2017

English Teacher / Think First Kindergarten, Beijing, China

Responsible for teaching children of preschool age (English), organizing their free time together with Chinese colleagues, handcraft. Outdoor activities. In general, my job was to create English language atmosphere for Chinese kids and stay with them all the time. As a result, by the end of the second year the majority of the children started speaking English at acceptable for their age level.

2008 – 2015

Translator / OOO «Prodyakist'» (LLC), Donetsk, Ukraine

Job of a translator and secretary, was responsible for written translations of business correspondence, technical documentation, orders, specifications and consecutive interpretation from/into English. Provided everyday functioning

of the office: taking phone calls and distributing them, faxes, correspondence, operating office equipment; payment of public utility charges; providing the company with office supplies, etc.

2006 – 2008

Manager, Translator/OOO «Diplomat» (LLC), Donetsk

Business correspondence with foreign partners (in English).

Translation of correspondence and technical documentation (in English, German): price-lists, instructions, orders and certificates.

Search for information on the Internet.

2005 – 2006

Manager, Translator/OOO «Evrotrans» (LLC), Donetsk

Business correspondence with foreign partners (in English, German).

Telephone communication, direct communication with foreign guests (in English).

Translation of correspondence and technical documentation (in English, German): logs, invoices, bills and certificates.

Scanning and sending documentation in electronic format.

Education

September 2000 – July 2005

Specialist (Translator/Teacher) / Gorlovka State Pedagogical Institute for Foreign Languages, Gorlovka, Ukraine

Complete higher education with a degree in “Translation (English, German)”, received the qualification of Translator of English and German, Teacher of English, German, Spanish and Foreign Literature. Diploma cum Laude.

Excellent GPA (4-point assessment system), coursework was devoted to translation matters: Methods of Rendering Different Figures of Speech of Original English Poem “The Raven” by Edgar Allan Poe into Ukrainian (the language of the coursework was Ukrainian).

1990 - 2000

Complete Secondary Education / School №50, Gorlovka, Ukraine

Activities

- passed academic IELTS test in April 2017 (Overall Band Score 7.5 corresponding to CEFR level C1)
- took a 120 hours TEFL course and received a corresponding certificate.
- In November 2017 completed Business English online course.

References

- Kate Aslamova, Chief Tour Guide in Chornobyl Tour company, +380931853621, aslamovae@gmail.com
- Natalya Oleynik, Commercial Director of Prodyakist LLC, +380997870774, nnatnik@gmail.com