**CV/RESUME**

**Alena Kalinic**



**Professional Russian/Belarusian Translator**

A multi-skilled & reliable translator with a proven ability to translate written documents from a source language to a target language

LinkedIn: [hr.linkedin.com/pub/alena-kalinić/53/212/257/](http://hr.linkedin.com/pub/alena-kalini%C4%87/53/212/257/)

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* **SERVICES:** Translation, Proofreading, Editing, Transcription
* **MOTHER TONGUE:** **Russian, Belarusian**
* **SOURCE LANGUAGES:** English, French, Croatian, Serbian ( Cyrillic, Latin), Ukrainian
* **TARGET LANGUAGES:**  Russian, Belarusian, English
* **SPECIALISATIONS:** Advertising & promotion, business, contracts, clinical trials, education, energy, entertainment, financial, globalization, government-related, immigration, legal, manufacturing, marketing, media, medical, patents, religion, telecommunications, travel & tourism, marketing, economics etc.
* **EXPERIENCE**

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| **2013-present** | Freelance  Тranslator & Proofreader | Translation Agency-  JANUS Worldwide Inc.  **Moscow (Russia)** |
| **2012-present** | Freelance  Translator & Proofreader | Translation Agency-  VIRTUALNI ASSISTENT d.o.o. **Zagreb-Sesvete (Croatia)** |
| **2012-present** | Freelance  Translator & Proofreader | Translation Agency-  ALPHA TRANSLATIONS CANADA Inc.  **(Canada)** |
| **2011-present** | Freelance  Translator & Proofreader | Translation Agency-  EUROLANGUAGE sudski tumači i prevoditelji d.o.o.  **Zagreb (Croatia)** |
| **2011-present** | Freelance  Translator & Proofreader | Translation Agency-  EURIDEAS LINGUISTIC SERVICES Ltd.  **Brussels (Belgium)** |
| **2011-present** | Freelance  Translator & Proofreader | Translation Agency-  ROSETTA TRANSLATION,  **London (United Kingdom)** |
| **2009-present** | Freelance  Translator & Proofreader | Translation Agency-  KALINIĆ d.o.o.  **Ozalj (Croatia)** |
| **2008-present** | Freelance  Translator & Proofreader | Translation Agency-  PALIJAN d.o.o.  **Zagreb (Croatia)** |
| **2004-2008** | Translator & Interpreter | The Republican Research Centre for Radiation Medicine and Human Ecology  **Gomel (Belarus)** |
| **2005-2006** | Freelance  Translator & Interpreter | Gomel Sport Society  **Gomel (Belarus)** |
| **2004-2005** | Freelance  Translator & Interpreter | The Centre for  Education LEADER  **Gomel (Belarus)** |
| **2003** | Freelance  Translator & Interpreter | Belarusian Dutch-Health Information Centre  **Gomel (Belarus)** |
| **2002-2003** | Freelance  Translator & Interpreter | The US Bureau of Educational and  Cultural Affairs  United States Embassy  **Minsk (Belarus)** |
| **2002-2003** | Freelance Translator & Interpreter/  Program Coordinator | IREX ( International Research and Exchange Board)  **Minsk (Belarus)** |
| **1999-2004** | Translator & Interpreter | Public Association Gomel Regional Centre of Social and  Psychological Support DUKHOVNOST  **Gomel (Belarus)** |
| **1997-1999** | Translator & Interpreter | World Vision Belarus, the representative office of World Vision International  **Gomel (Belarus)** |

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| * **EDUCATION**  |  | | --- | | **2011**  Slovenian Language Courses  **2008**  German Language Courses  **2006**  Italian Language Courses  **1986-1991**  Diploma  English and French Languages  **Minsk State Pedagogical Institute of Foreign Languages (now: Minsk State**  **Linguistic University) Minsk, Belarus**  **1986-1990**  Military translator  Faculty of Military Education  **Minsk State Pedagogical Institute of Foreign Languages (now: Minsk State**  **Linguistic University) Minsk, Belarus**   * **KEY SKILLS**      * Excellent communication and social skills * Able to work to tight deadlines * Able to prioritise work * Able to work under pressure * **REFERENCES –** Available on request | |
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