

## ENGLISH TRANSLATOR

🔄 25 травня  
2020

📍 Місто: [Запоріжжя](#)

📍 Готовий до відряджень: [Одеса](#), [Харків](#), [Київ](#)

Вік: 19 років

Режим роботи: повний робочий день, віддалена робота, плаваючий графік роботи

Категорії: Наука, освіта, переклади, Робота для студентів

### Досвід роботи

#### Transcriptionist

Freelance (Image transcription), Інші країни

03.2020 – По теперішній час (4 роки 1 місяць)

Обов'язки:

My duty is to mark a certain amount of text in images, and annotate it.

#### Virtual Assistant / SEO Junior

Freelance (Writing of case studies, personal statements, research papers), Інші країни

12.2019 – 04.2020 (4 місяці)

Обов'язки:

My task was to negotiate with primarily American companies. I had to find potential partners and offer them a number of services in exchange for a backlink to my company's website. Also, I added the companies' contacts I've found to a special database

### Освіта

#### Zaporizhzhia Specialized School №40

Спеціальність: Foreign Languages

середньо-спеціальна, 09.2010 – 09.2020 (10 років )

### Додаткова освіта

- Udemy Data Entry Course (2019)
- Yoast SEO Training (2020)
- Udemy General Translation Course (2019)
- French tutor (present)

### Знання мов

Англійська - Вище середнього, Французька - Нижче середнього, Російська - Професійний (експерт),  
Українська - Професійний (експерт)

### Додаткова інформація

Знання комп'ютера, програм: When it comes to working with a PC I am a confident user of: 1) Computer-assisted translation (CAT) tools such as memoQ, Matecat, etc. 2) Other translation & editing tools such as Ginger, Grammarly, LanguageTool, Thesaurus 3) Google Suite 4) Microsoft Office 5) LibreOffice I am excellent in the Internet Research. It's easy for me to find virtually any data in a timely manner: contact information, research papers, you name it. In addition to

finding data, I can also nicely combine and analyze it for you. The full list of the software and tools I use: Copywriting & Proofreading: Grammarly — 3 years of experience Ginger — 3 years of experience LanguageTool — 3 years of experience Thesaurus — 2 years of experience Transcription: TextLine Tool — 2 years of experience OTranscribe — 2 years of experience FTW Transcriber — 1 year of experience Transcribe — 1 year of experience CAT software: OmegaT — 2 years of experience MateCat — 2 years of experience memoQ — 1 year of experience Felix — 1 year of experience SDL Trados — 1 year of experience

**Особисті якості, хобі, захоплення, навички:** Greetings! I am a committed and responsible person, capable, and eager to learn. I always complete my tasks on time. If you need a quality job done in a blink of an eye, address me! My main hobby is self-education. I am now working on my French to further develop translation skills. I also love to read, both nonfiction and fiction literature.

**Мета пошуку роботи, побажання до місця роботи:** A job for me means knowledge, experience, and bonds. I am really looking forward to meeting new people and having interesting experience learning new skills, while also deepening my current areas of expertise. I am all ears to hear your proposals!