Landsberg Natalia



АССИСТЕНТ (СО ЗНАНИЕМ АНГЛИЙСКОГО), ПЕРЕВОДЧИК, ТЬЮТОР, КООРДИНАТОР ПРОЕКТОВ

9 серпня 2021 Місто: Київ

Готова до відряджень: Одеса

Вік: 50 років
Режим роботи: повний робочий день, віддалена робота, часткова зайнятість
Категорії: Наука, освіта, переклади, Офісний персонал, Робота за кордоном

✔ Готова до відряджень

Увійдіть або зареєструйтеся на сайті як роботодавець, щоб бачити контактну інформацію.

Досвід роботи

Action Line Facilitator. Asia Region.

NanoTon (R&D), Одеса
10.2019 – 12.2019 (2 місяці)

Обов'язки:

Ad hoc Intervention.

Business English Tutor

Corporate Training (Education), Київ
09.2012 – 08.2020 (7 років 11 місяців)

Обов'язки:

Teaching English to businessmen, seamen, doctors, lawyers, accountants, IT specialists, forensic experts, students applying for admission to prestigious universities in the USA, logistics experts, engineers, designers, restaurateurs, dentists, civil servants, bankers, tour operators, hospitality staff, etc.

Creative approach to breaking the language code (resorting to mental images like time portals, quantum leaps, cloud spaces, etc.), which turns the learning process into intellectual wizardry.
Active use of mnemonic techniques.
Embedded Quality Management System and Audit Cycle.
Standards-matter approach. Referencing with Harvard.

English language editor of company’s technical documentation

Digital Forensics.US, Vero Beach, Florida (Digital Forensics),
03.2010 – 10.2014 (4 роки 7 місяців)

Обов'язки:

Edited / translated company’s technical documentation (Digital Forensics)

✔ Є рекомендації з даного місця роботи

Executive Assistant to Ambassador/Head of Mission

OSCE/ODIHR 2010 Presidential Election Observation Mission (Election Observation), Київ

11.2009 – 03.2010 (3 місяці)

Обов'язки:

- Participated in meetings with high ranking officials of the Government of Ukraine: President of Ukraine, Prime Minister of Ukraine, Speaker of the Parliament, Presidential candidates, and interested parties;
- Provided liaison and arranged meetings for the Ambassador with high-ranking officials;
- Managed information flow within the Mission;
- Edited the Mission's reports and other internal documents.

✔ Є рекомендації з даного місця роботи

Field Coordinator of Ukraine Forensic Project

ICITAP, U.S. Department of Justice (Criminal Investigative Training Assistance Program), Київ

07.2006 – 09.2009 (3 роки 2 місяці)

Обов'язки:

Oversaw the U.S. Department of Justice (ICITAP) assistance to the State Forensic Centre, Ministry of Interior of Ukraine:

- Coordinated direct assistance to the Digital Evidence, DNA, Ballistics, Fingerprint and Drug Examination Units in development of standard operating procedures and quality management system;
- Monitored day-to-day supporting Program activities (analysed Project parties' needs and expectations, coordinated short-term experts' schedules, monitored scheduled processes and milestones, suggested methods to reduce project risks, and confirmed deliverables);
- Developed a communication plan to address timely and adequate preparation, collection, distribution, storage, extraction and use of information and to ensure day-to-day liaising with national experts to promptly identify areas of assistance and possibilities to facilitate their tasks, as well as problems in order to ensure timely response and required actions;
- Managed interpreters' pool: timeline, cost, resources and quality management (established requirements to meet project goals quality, identified human resources; provided staff with required materials and knowledge, and motivated personnel for implementation of Project vision and strategy);
- Day-to-day coordination with U.S.-based Project Manager: status reporting, progress assessment, problem identification, advise on matters of an administrative and financial nature related to areas of responsibility;
- Drafted bi-weekly reports for ICITAP management;
- Drafted letters;
- Organised training events;
- Maintained database;
- Translated project-related forensic science documentation, quality assurance manuals, standard operating procedures, training materials; interpreted at the meetings with the U.S. and Ukraine Government representatives and during study tours to U.S. (FBI Academy in Quantico and FBI Headquarters in Washington DC, New Jersey Regional Computer Forensic Lab, Denver Police Department Crime Laboratory Bureau, etc.) and other countries.

✔ Є рекомендації з даного місця роботи

Interpreter/Translator

The Pragma Corporation, USAID-funded Project "Access to Credit Initiative" (Foreign aid and development assistance), Київ

05.2005 – 07.2006 (1 рік 2 місяці)

Обов'язки:

Interpretation and translation for Mortgage Lending, Municipal Finance, Financial Leasing, Credit Bureau Components.

✔ Є рекомендації з даного місця роботи

Interpreter for World Bank Missions

International Bank for Reconstruction and Development (Financial assistance and technical assistance), Київ

03.2004 – 09.2004 (6 місяців)

Обов'язки:

- Interpreted at meetings with the Government of Ukraine. Examples of Missions: Pollution Reduction and Improved Compliances in Industry, E-Ukraine Development, Energy Sector Development and Tax System Oversight.

Last Mission: Telecommunications Development

SaskTel International

Ukraine Information and Communications Study funded by the Government of Canada and supported by World Bank

Assistant to Project Team/Interpreter

Responsibilities:

- Logistical and administrative support to Project team providing recommendations to the Government of Ukraine on how to increase access to ICT in rural areas of Ukraine: arranged meetings and travel, prepared letters and presentation materials, and edited reports;
- Interpreted at meetings with Government officials and industry participants to review the regulatory and financial environment in the ICT sector in Ukraine.

✔ Є рекомендації з даного місця роботи

Assistant to US Treasury Tax Advisor

United States Treasury Department (Technical assistance (State Tax Service Modernization Programme)), Київ
11.2002 – 03.2004 (1 рік 3 місяці)

Обов'язки:

- Provided liaison between the Tax Advisor and the State Tax Administration and coordinated their activities within the State Tax Service Modernization Programme;
- Provided regular back up to programme staff including logistical support, managed information flow, organised meetings, prepared materials for seminars and presentations;
- Prepared draft letters for Tax Advisor;
- Maintained programme files and archives;
- Interpreted at high-level meetings and translated in the areas of Tax Administration, Information Technology, Law and Finance.

✔ Є рекомендації з даного місця роботи

Business Administrator and Interpreter

Right Frank Ltd. [UK] (Nutrition and genetics), Одеса
02.2002 – 10.2002 (7 місяців)

Обов'язки:

- Identified new clients and established contacts with them;
- Ensured liaison with existing clients;
- Collected and processed marketing and technical information for the company’s business activities;
- Developed presentations, promotional and training materials;
- Assisted in the formulation of diets;
- Organised meetings, seminars and business trips;
- Prepared documents for customs clearance;
- Formatted and edited reports;
- Coordinated work schedule of sales and technical consultants;
- Travelled extensively on site visits with consultants;
- Interpretation and translation.

✔ Є рекомендації з даного місця роботи

Assistant to Agro-Business Development/Advisory Services Specialist

UK-Department for International Development (Technical Assistance), Одеса
04.1999 – 12.2001 (2 роки 7 місяців)

Обов'язки:

- Organised training seminars, workshops, meetings and business trips; prepared appropriate materials;

- Drafted letters, circulated working documents, filed and updated data;
- English-Russian translation in a variety of business sectors: agriculture and agri-business, legal, taxation, accounting, social development, business management and public relations.

✔ Є рекомендації з даного місця роботи

Assistant to President/Interpreter/Translator

Kiev-Atlantic Ukraine (Agriculture), Київ
08.1997 – 04.1998 (8 місяців)

Обов'язки:

- Arranged President’s meetings and business trips;
- Provided liaison with Governmental bodies and private companies;
- English-Russian-Ukrainian translation and interpretation in agriculture, mechanical engineering, administrative and contractual negotiations.

✔ Є рекомендації з даного місця роботи

Assistant to Project Manager/Interpreter/Translator

Odessa Sugar Company (Part of the Tate & Lyle Group) (Sugar refining), Одеса
02.1995 – 08.1997 (2 роки 6 місяців)

Обов'язки:

- Logistical and administrative support to Project Manager;
- Liaison with counterpart organisations and governmental agencies;
- English-Russian translation and interpretation in mechanical engineering, construction materials, chemical processing, financial, administrative and contractual negotiations.

Освіта

Odessa State University (Одеса)

Спеціальність: Department of Foreign Languages (English major, French minor)
повна вища, 09.1993 – 05.1998 (4 роки 7 місяців)

Знання мов

Англійська - Професійний (експерт), Українська - Професійний (експерт), Російська - Професійний (експерт), Французька - Середній