Pylypenko Karina



TRANSLATOR

2 травня 2025 Місто: Київ

Готова до відряджень: Львів, Тернопіль, Суми

Вік: 30 років
Режим роботи: вільний графік роботи, віддалена робота, часткова зайнятість
Категорії: IT, WEB фахівці, Наука, освіта, переклади, Робота без кваліфікації

✔ Є діти

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

Досвід роботи

Translator | English & Ukrainian

Individual Entrepreneur (Translation), Суми
03.2022 – По теперішній час (4 роки 8 місяців)

Обов'язки:

Services I offer:

- Official document translation (certificates, passports, contracts, agreements)

- Business & marketing translation

- Technical & IT translation

- Proofreading & editing

Business Development Manager

AdvantISS (IT), Суми
10.2019 – 02.2022 (2 роки 4 місяці)

Обов'язки:

As a Business Development Manager in an IT company, I played a key role in expanding the client base, managing relationships, and driving business growth.

My responsibilities included:

- Drafting, reviewing, and negotiating contracts and agreements, ensuring clarity and compliance.

- Preparing business proposals and service offers, effectively presenting value propositions.

- Managing client relationships, maintaining long-term cooperation and understanding client needs.

- Conducting market research to identify new business opportunities and revenue streams.

- Following industry trends, both locally and internationally, to stay competitive.

- Developing and implementing growth strategies to attract new clients and expand services.

- Identifying business strengths and aligning them with customer needs for optimal service delivery.

- Reporting on performance metrics, highlighting successes and areas for improvement.

Translator and Personal Assistant

Self-employed (Translation),
06.2019 – 10.2019 (3 місяці)

Обов'язки:

As a Translator and Personal Assistant to an American Agricultural Expert, I was responsible for linguistic support, document preparation, and project coordination.

My key responsibilities included:

- Assisting in the development of a comprehensive manual for large-scale dairy farm management.

- Structuring and organizing technical information, protocols, and operational guidelines for the manual.

- Providing on-site translation and support during business trips to Doha, Qatar, and Rome, Italy.

- Translating technical documents and industry-related materials.

- Coordinating meetings, travel arrangements, and documentation.

The project reached 50% completion within four months but was later put on hold due to time constraints.

Manager

CIP - Center for International Programs (Tourism), Суми
09.2016 – 08.2019 (2 роки 11 місяців)

Обов'язки:

I was responsible for client coordination, document preparation, and international partnership management.

My key responsibilities included:

- Translation of official documents and communication with international partners.

- Managing official correspondence, negotiations, and business meetings with American partners.

- Registering and consulting clients on international programs and visa procedures.

- Preparing documents and assisting clients in their interviews at the US Embassy.

- Drafting and signing agreements with program participants.

- Organizing and overseeing regional coordinators, ensuring smooth program operations.

- Conducting presentations and English language courses for program participants.

Food and Beverage Server

Dallas Addison Marriott Quorum by the Galleria (Aimbridge Hospitality) (Hotel and restaurant industry),
05.2016 – 09.2016 (4 місяці)

Обов'язки:

When I was a third-year student at the university, I participated in the Summer Work and Travel USA Program. This program provides students with an opportunity to live and work in the United States during their summer vacation from college or university to experience and to be exposed to the people and way of life in the United States.

As a Food and Beverage Server, I was responsible for providing high-quality service to guests in a fast-paced environment.

My key responsibilities included:

- Taking and processing food and drink orders.
- Serving food and beverages efficiently and courteously.
- Preparing itemized checks and handling payments.
- Guiding guests to their tables and assisting customers seated at counters.
- Setting up and clearing tables to maintain a clean dining area.
- Operating the cash register and managing transactions.
- Checking guest identification to ensure compliance with alcohol regulations.

Освіта

O.M. Beketov National University of Urban Economy in Kharkiv (Харків)

Спеціальність: Hospitality Administration/Management

повна вища, 09.2017 – 05.2019 (1 рік 7 місяців)

Sumy State Pedagogical University named after A.S. Makarenko (Суми)

Спеціальність: Foreign Language and Literature (English and German)

повна вища, 09.2013 – 06.2017 (3 роки 9 місяців)

Додаткова освіта

- General Written Translation Course, 2025
- Business Development, Sales and Marketing Course, 2020

Знання мов

Англійська - Високий рівень (вільно), Українська - Професійний (експерт), Російська - Професійний (експерт), Німецька - Початковий

Додаткова інформація

Знання комп'ютера, програм: Trados, SmartCAT, CAT tools, MemoQ, MS Office, MS Excel, MS Word, MS PowerPoint, Adobe Photoshop
Особисті якості, хобі, захоплення, навички: Organizational skills, Analytical thinking, Flexibility, Critical thinking, Attentiveness, Meeting deadlines, Accuracy, Reliability
Мета пошуку роботи, побажання до місця роботи: I am a professional English-Ukrainian Translator with 4 years of experience in translation and 9 years of overall work experience. I provide high-quality translations both from English to Ukrainian and from Ukrainian to English. I specialize in translatin