

ПЕРЕВОДЧИК, 2 000 ГРН.

🔄 22 січня
2017

📍 Місто: [Київ](#)

Вік: 39 років

Режим роботи: повний робочий день

Категорії: Видавництво, поліграфія

Додаткова інформація

Особисті якості, хобі, захоплення, навички: Extensive experience in legal, business & finance, IT, PR&BD, marketing, insurance, technical, general and other fields of translation; documents handling; customer communication; administration; software localization; proofreading Account management, sales, business development February 2011 — present Vasil Kisil & Partners Law Firm — Legal Services Legal Translator Responsibilities: Translation of legal documents (agreements, court papers, certificates, due diligence reports, regulations, memoranda, articles of association, powers of attorney, etc.), PR texts (press releases, articles, company profile, description of company's practices); interpretation at meetings with clients and partners, arranging translation certification with notaries. February 2010 — February 2011 Infobip d.o.o. (Croatia) — IT/Telecommunications Account Manager/Business Development Manager Responsibilities: customer search and acquisition, sales activities, customer management, searching business opportunities, meeting with customers, contact with telecom market regulation agencies, financial management for Russian representative office, preparation and translation of marketing materials, etc. January 2008 — January 2010 Vasil Kisil & Partners Law Firm — Legal Services Legal Translator Responsibilities: Translation of legal documents (agreements, certificates, due diligence reports, regulations, memoranda, articles of association, powers of attorney, etc.), PR texts (press releases, company profile, description of company's practices); interpretation at meetings with clients and partners, arranging translation certification with notaries. June 2007 — December 2007 "IntelleCOM" — IT/Telecommunications Technical Translator Responsibilities: Translation and interpretation assistance to Information Systems Department and Technical Department heads, translation of business correspondence, translation of procedures, technical manuals and instructions, interpretation at meetings and briefings, meetings with vendors, software localization for BSS/OSS system integration, technical documentation support. July 2006 — May 2007 — Translation Services "Nove Slovo" Translation Agency, Kiev, Ukraine Proofreader/Translator Fields: • Legal • Insurance • Oil and Gas • Audit and Accounting • Banking • Construction • Real Estate • Civil Aviation • Medicine Responsibilities: Proofreading, translation and interpretation, business correspondence, communication with customers, partners and translation service providers, administration, managing translation workflow, translators outsourcing, translators DB creation, documents notary certification. February 2005 — May 2005 — Translation Services "Trad'Est" Translation Agency Lyon, France Proofreader/Translator Responsibilities: Proofreading, translation, communication with customers, partners and translation service providers, managing translation workflow, translators outsourcing, prospect search, translators database creation. 2006 - National Linguistic University Translator/Interpreter, Specialist (English, French, Italian) 2007 - Institut Francais d'Ukraine DALF C1 (French language knowledge) 2009 - National Aviation University Jurisprudence, Specialist