

# RESUME

## Olga Pavelko



### CONTACT INFORMATION:

- **Address:** apt. 103, 65A 40-richia Peremohy str., Zaporizhzhia, 69118 Ukraine
- **Phone:** +38-067-9743147
- **Email:** [olga.pavelko@gmail.com](mailto:olga.pavelko@gmail.com)
- **Skype:** olyayalo
- **Website:** <https://www.linkedin.com/in/opavelko/>

### SKILLS:

- Language Translation
- Proofreading & Editing
- Language Quality Assessment
- Knowledge of Pharmaceutical, Legal, Medical, IT, Hospitality sectors, SEO, Forex
- Copywriting

### LANGUAGE PAIRS:

- English to/from Russian
- English to/from Ukrainian
- Russian to/from Ukrainian
- German to English
- German to Russian
- German to Ukrainian

### SPECIALIZATION:

- Life Sciences, Medical, Legal, Pharmacy, IT, Software, Hardware, Localization, Hospitality, Technical (agricultural and forestry machinery)

### EXTENSIVE EXPERIENCE:

**Clinical** drug trial documentation – translation, editing & proofreading. Includes product information leaflets, study protocols, regulatory documents, contracts, etc.

**Medical** and **pharmaceutical** products, drugs, medical devices – translation, editing, compliance for regulatory bodies (Ministry of Health, Customs Authorities (Russia, Belarus, Europe)).

Translation and proofreading of product and clinical documentation, as well as correspondence for international pharmaceutical companies such as Pfizer, GlaxoSmithKline, Sanofi, AstraZeneca, Merck, Covance, Parexel, PPD and others.

**Legal** documents – translation of contracts, agreements, applications to U.S. Citizenship and Immigration Services, court proceedings, birth/death certificates, marriage/divorce certificates, passports, ID cards, diplomas, academic transcripts, etc.

**Software** interface and website localization, product specification writing, copyrighting and SEO article writing on IT, Forex, hospitality and other topics.

**Technical and financial** documentation, specifications, manuals, and leaflets mainly related to agricultural and forestry equipment (John Deere), financial reports, tax reports, bank statements, etc.

**Notable projects and clients:**

- Translation, proofreading and quality assurance of clinical trial materials for Parexel, PPD, PRA. The project is ongoing (5+ years).

- Translation and localization of clinical trial materials (Crohn’s disease) for Trials24 GmbH. The project lasted for 2 months, with more than 50k words translated.

- Translation and proofreading for Lumen Technologies (user manual for behind-the-ear hearing device + software interface for physicians). The project lasted for a month and included 500+ pages.

- Translation of manuals for forest harvesting and agricultural machinery (John Deere). The project lasted for 3 months, more than 200k words translated.

More than 4 million words translated, edited, and proofread.

**GENERAL WORK EXPERIENCE:**

<b>Experience:</b>	<b>Trials24</b>	
	<b>Translator (Ukrainian/Russian)</b>	2021
	<b>Patient Companion</b>	2022 – onboarding (on hold)

**Freelance Translation & Localization Company**

**Lead Translator** 2016 to Present

- Translated and edited clinical and medical documentation, discharge summaries, certificates, clinical study reports, licenses, applications to government institutions, scientific publications. The languages used English<->Russian.
- Translated and edited scientific articles, newsletters, brochures, technical reports
- Translated listing descriptions for the hospitality sector
- Teamed up with other linguists to deliver translations as part of large-scale projects

**ITI Europe**

**Freelance Translator** April 2021 to Present

- Translated tractor operator manuals, specifications, diesel engine specifications, brochures for one of the leading agricultural and forestry machinery producer
- Translated and proofread clinical brochures, health surveys, medical prescriptions

**Lingvo Ukraine Translation Agency, Translators USA, Prime Language Services**

**Freelance Translator** October 2009 to June 2021

- Translated legal and court documentation, including contracts, agreements (including purchase, sale, service, NDAs), corporate charters, memoranda, certificates, court decisions, police reports, applications to the U.S. Citizenship and Immigration Services, birth/death certificates, marriage/divorce certificates, passports, ID cards, diplomas, transcripts, and much more. The languages used English->Russian/Ukrainian and vice versa.
- Proof read English texts and documents

**TradeTech Markets Limited**

**Freelance Translator** October 2011 to April 2017

- Localized Forex-related web pages and marketing texts based on client's SEO requirements

**Freelance Translator, SEO Writer, Copywriter, VA**

October 2009 to December 2014

- Translated books (software development, religion), legal agreements, documents, press releases, marketing materials, etc.
- Performed keyword research and wrote SEO content and SEO articles based on the keywords selected. The topics included art, business, travel, financial, medical topics, different devices, software testing, etc. (the languages used: English and Russian)
- Wrote technical specifications, documents, software documentations (English)
- Structured and wrote websites content, including web pages texts, technical documentations, etc. (English & Russian)
- Recruited IT personnel for a US-based company (posted job offers, selected prospective candidates, interviewed them and built tests to evaluate the skills)
- Worked as a virtual assistant: corresponded with clients, worked in social networks (Twitter, LinkedIn, Nyamz), collected email addresses, provided address labels using Avery © Labels

Conkurent LLC

ZP, UA

**Business Development Manager**

May 2009 to September 2009

- Conducted economic and commercial surveys to identify potential markets for products and services.
- Compiled lists describing product and service offerings, wrote cover letters, proposals, press releases, and other promotional material
- Developed pricing strategies, balancing firm objectives and customer satisfaction.
- Explored and used freelance portals and social networking to promote the company services. Started campaigns from scratch.
- Successfully managed a 3-person team doing translations, customer service, and marketing activities.
- Directed activities of project personnel to ensure the project progressed on schedule and within the set budget.

Conkurent LLC

Zaporizhia, UA

**Customer Service Manager, Content Writer, Copywriter, Proof Reader, Technical Translator** June 2004 to June 2009

- Successfully handled customers' problems via instant messengers, email and ticket system.
- Structured and maintained website content, knowledge bases, product forums, etc.
- Translated documents and other texts from English to Russian and vice versa
- Rewrote articles in a specified language (English / Russian / Ukrainian / German).
- Wrote, structured and produced website content, including web pages texts, technical documentations, user manuals, press releases, etc.
- Wrote articles and texts for SEO purposes
- Installed software products (via Cpanel, FTP, PHPMyAdmin)

**TranslatorWork** Kyiv, UA  
**Translator, Article Writer** August 2004 to June 2005

- Translated technical materials, documents, games, and other material from English to Russian.
- Wrote articles on different topics

**Copeac** USA  
**Freelance Marketing Manager** 2004 to 2006

- Conducted economic and commercial surveys to identify potential markets for products and services.
- Executed daily operations of prices adjustments for the marketing campaign.
- Wrote marketing material, including articles, advertisings, other promotional material.
- Extensively used Google Adwords, Google Adsense, Blogger, Squidoo, Hubpages, Propeller and other social networking sites.
- Compiled lists describing product and service offerings.

**Publishing Agency "Dialektika"** ZP, UA  
**Technical Translator (Remote)** October 2004 to May 2005

- Participated in English-Russian translations of IT-related books, including:
  - ✓ Beginning MySQL (R. Sheldon, G. Moes)
  - ✓ Beginning Visual C++ (I. Horton)
  - ✓ Programming Microsoft ADO (G. Johnson)
  - ✓ Expert Oracle database architecture (Thomas Kyte), etc.

**Marriage Agency "Barvinok"** ZP, UA  
**Translator, Interpreter** May 2004 to September 2004

**Zaporizhia State University** Zaporizhia, ZP, Ukraine  
**University Translation Teacher (Internship)** December 2003

- Instructed students, using lecture and demonstration, audiovisual aids and other materials to supplement presentations.
- Prepared course objectives and outline for the lessons.
- Administered tests to evaluate students' progress

- Trained and managed 14 students and achieved noticeable improvements in their language skills and knowledge.
- Participated in faculty and professional meetings, educational conferences and teacher training workshops.

Automobile Building Plant “Auto-ZaZ, JSC” February – March 2001

**Technical Translator – English, German, Russian, Ukrainian (Internship)**

- Translated technical documents related to automobile manufacturing, marketing and business correspondence

**EDUCATION:**

**Education (Higher):** Zaporizhia State University Zaporizhia  
**Bachelor’s Degree** (Diploma with honors, 2003),  
**Master’s Degree** (2004), **Master of Arts**  
**Specialization:** English, German, Russian, Ukrainian Translator, Linguist 2004  
**Education (College):** Humanitarian Gymnasium #11 (major: English/German) ZP 1999

**PROFESSIONAL TRAINING AND CERTIFICATION:**

- Advanced Training Course in Translation and Linguistics 2004
- EFSET/CEFR Certification - C2 Proficient Level 2019

**SOFTWARE PROFICIENCY:**

- SDL Trados 2021
- Wordfast Pro
- MemoQ
- XTM Editor
- Memsource Editor
- Microsoft Office (Microsoft Word, PowerPoint, Excel)
- Adobe Acrobat

**HARDWARE OWNED:**

- PC and laptop
- Laser printer, scanner
- Backup hard drives
- Fast DSL connection
- Voice IP phone
- No Wi-Fi use for sensitive documents

*References available upon request.*