

Curriculum Vitae

Name, surname	Ms. Svetlana Kutseva
Date of birth	February 23, 1981
Place of residence	Kyiv, Ukraine
Contacts	mobile +38 050 353 34 02 e-mail: svetlana.kutseva@gmail.com
Languages	Russian – native language, bilingual proficiency Ukrainian – native language, bilingual proficiency English – fluent, full professional working proficiency German – professional working proficiency
Education	September 1998 – July 2003 – Kyiv Institute for Interpreters and Translators (under the National Academy of Sciences of Ukraine) Degree of interpreter, translator and philologist (linguist) of English and German languages
Translation experience	Since 2004
Honors and awards	October of 2018: First Prize Winner of the International Translation Competition carried out by the Institute of Russian Literature (the Pushkin House) within the Russian Academy of Sciences (Saint Petersburg, Russia) Nomination: Translation of Poetry from German into Russian http://pushkinskijdom.ru/Default.aspx?alias=pushkinskijdom.ru/en March of 2020: Second Prize Winner of the International Translation Competition “Saint Petersburg Reading” carried out by the city government of Saint Petersburg and Vladimir Mayakovsky Central City Public Library of Saint Petersburg (Saint Petersburg, Russia) Nomination: Translation of belles-lettres prose from German into Russian (confirmed by Goethe Institute Diploma) https://pl.spb.ru/
Working background	
September of 2004 – till now	Translator of ASV Translation Agency (Kyiv, Ukraine) (freelance) http://asvkiev.com.ua/ Language pairs: English to/from Russian, English to/from Ukrainian, German to/from Ukrainian
August of 2014 – till now	Translator of Feenix Language Solution Translation Agency (Bangalore, India) (freelance) http://www.feenixlanguage.com/ Language pairs: English to/from Russian, English to/from Ukrainian, English to German
May of 2017 till now	Translator of Creative Word Translation Agency (Dubai, United Arab Emirates) (freelance) http://creativeword.ae/ Translation and localization of websites as approved translator for: The Department of Tourism and Commerce Marketing of Dubai (DTCM), Department of Culture and Tourism of Abu Dhabi, Flydubai Language pairs: English to Russian, English to Ukrainian

Main (but not limited) fields of expertise in translation:	<ul style="list-style-type: none"> - general (political, social articles, news announcements for magazines and web-sites, commercial requests and offers) - documents (birth and marriage certificates, diplomas, passports etc) - legal (agreements and contracts, powers of attorney, articles of association, protocols, court rulings, lawsuits, texts of laws etc) - business, finance and economy, marketing (accounting and auditing documents, reports, project papers, tender documents etc) - tourism (including creative translation of hotels, resorts, sights descriptions) - alternative energy, energy saving
Approximate daily output	Up to 1500 words
Preferred mode of payment for translation	Skrill, Skrill ID: k_svetulia@rambler.ru
PC literacy	Word, Excel, Power Point, Internet, e-mail
CAT tools	XTM Cloud
Personal qualities	Meeting deadlines, creative approach, conscientious, vigilant Grammar and style accuracy of oral and written texts in all languages guaranteed
Fulltime job (For your information)	
July 2010 – till now	Director of International Relations Department of Ukrainian League of Industrialists and Entrepreneurs (ULIE) www.uspp.ua
November 2009 – June 2010	Acting Director of International Relations Department of Ukrainian League of Industrialists and Entrepreneurs (ULIE)
January 2009 – October 2009	Deputy Director of International Relations Department of Ukrainian League of Industrialists and Entrepreneurs (ULIE)
August 2003 – December 2008	Advisor of International Relations Department of Ukrainian League of Industrialists and Entrepreneurs (ULIE)
	<u>Competences and responsibilities</u> <ul style="list-style-type: none"> • Coordination of department activities, distribution of tasks among department staff members • Reporting on the department work, coordination of activities with other departments • Operation of database of enterprises and regional offices • Forming and accompanying of Ukrainian business missions within the framework of state and official visits of the President of Ukraine, governmental delegations both as coordinator and interpreter • Searching and processing of information from different sources • Organization of working and official events according to official protocol and business etiquette • Organization of conferences, workshops, business missions including development of itinerary, agenda, invitation of participants, reservation of conference halls, hotels, transfers, airport VIP lounges • Organization of international business forums including business match-making and BtoB meetings • Consecutive interpretation at official and working negotiations, conferences, sightseeing tours, phone conversations • Translation of business letters, commercial requests, texts of general and specific subjects, web-site content • Preparation, linguistic analysis and proofreading of booklets, agreements, other documents • Official correspondence with enterprises, embassies, state authorities (President, Parliament, ministries), other agencies