



Elena Rodtseвич

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RESUME

Linguist/ Translator

PROFILE

Highly motivated and skilled interpreter and translator. Responsible, efficient, literate, creative, high communication skills, loving creative tasks and interesting projects.

WORK EXPERIENCE

Translator/ Guest Relation Officer, Diving Center; Ayada Resort, Republic of Maldives, —

2014-2018 www.divekingdom.com

Main duties: translation, interpreting, consulting clients, sales and financial statements maintenance

Freelance translator/ Interpreter, Translator Alliance “Chinese translators Shanghai”, “Wumao Bao”; Shanghai, China — 2011-2014 www.chinese-translators.tiu.ru, www.magazeta.com

Main duties: Chinese - Russian, English - Russian and vice versa translation and interpreting, business negotiations, business documentation translation, EXPO participation, guide job, text editing, writing reviews

Freelance translator/ Interpreter, Tianjin TianWai Translation company; Tianjin, China —

2009-2011 www.twtranslation.com.cn

Main duties: Chinese - Russian, English - Russian and vice versa translation and interpreting, business negotiations translation and interpreting assistance, business correspondence, technical documentation translation, international conferences participation, guide job, client consultancy, sales and marketing

EDUCATION

Shanghai University of Transport, Shanghai, China — MBA, 2014

Tianjin University, Tianjin, China — Chinese Language Course, 2011

Tianjin University of Technology, Tianjin, China — Chinese Language Course, 2010

Chelyabinsk State University, Chelyabinsk, Russia — Orientalist, Interpreter with knowledge of English and Chinese, 2009

SKILLS

Languages: English - Fluent, Chinese - Fluent, Russian - Native Speaker; written translation, oral translation, imaginative literature translation, technical translation, business correspondence, technical translations, translation of contracts, experienced PC user, high-speed printing, foreign language texts editing, teamwork skills, creativity, experience in sales, high literacy level