

Curriculum Vitae

Name: Olesya Kovaleva

Date of birth: September 12th, 1981

E-mail: lesya.kov@gmail.com

Education: 1998–2001 — Teacher Training School in Krasnoyarsk, Department of Foreign languages (qualification: Teacher of English)

2001–2006 — Rostov State Economic University, Faculty of Linguistics & Journalism (qualification: Linguist-Translator)

Language skills: English — C1 (proficient in translation from English into Russian)
Russian — Native (literacy, competence and good style)

Experience: Since 2010 — freelance translator

2006–2010 — MVI Translation Agency, translator: translation, proofreading

2002–2006 — English Classes: teacher of the English language

Completed projects:

- Web-sites localization (Philips, Canon, DAF, Adobe, Husqvarna, Pepperl+Fuchs)
- Software localization, Help documentation translation (Microsoft Exchange, Solidworks, SketchUp, Garmin, HP, Adobe Lightroom/Photoshop)
- Translation of the user manuals (HP, Garmin, Husqvarna, Motorola, Xiaomi, Tefal, KION Group)
- Translation of the brochures with the product range description (Kingfisher)
- Translation of Corporate Policies, Codes of Conduct (UPM, Weatherford)
- Service bulletins translation (AGCO, DAF)
- Translation of the employee surveys, HR management platform localization (Willis Towers Watson, Kincentric, Glint)

Services provided: Translation
Proofreading

Fields of translation expertise: IT, software, hardware, computers, electronics, consumer products, automotive, automation equipment, food and nutrition, general translations (Help articles, documentation, user manuals, web-sites content, product descriptions, UI)

Daily capacity: 1500–2500 words

Computer skills: advanced PC user

CAT tools: Trados Studio 2021, memoQ 2015, CrowdIn, Smartling, GlobalLink

Personal qualities: responsible, thoughtful, scrupulous, flexible, attentive to details, always meet deadlines