Potapova Olga

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Russian Federation

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Mother language: Russian

Target languages: English, Russian

**Summary**

A reliable, flexible & hard-working translator with a proven ability to translate written documents, articles and etc. from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds.

**Experience as a translator**

Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

**Duties**:

Researching legal & technical phraseology to ensure the correct translation is used.

Translation of documents/letters from a foreign language to English & vice versa.

Reviewing and proofreading mother-tongue text.

Revising more junior translators' translations.

Supporting the translation team with other projects when necessary.

Excellent English speaking and writing skills.

Translating different articles in the internet for blogs, forums, social networks on various topics (marketing, PR, general, fashion, correspondence and etc) for both languages.

**Education**

2003-2008 – Ufa State University of Service, Public Relations specialist

2005-2007 – Non-state Research Center of Foreign languages, English translator and office assistant