
SVETLANA KOSHELEVA

Moscow ♦ +79035193626 ♦ svetikosheleva@gmail.com

PROFESSIONAL SUMMARY

I'm a professional English Russian, Spanish Russian translator and interpreter. Besides official employment, I also have experience as a freelance translator and interpreter. I worked on English-Russian, Russian-English, and Russian-Spanish translations of business presentations about military technology, video gaming, covering letters, tabletop roleplaying games, tourist guides, translations for video game studios, as well as work as Content editor and translator for a videogame Pathfinder Kingmaker (Owlcat Games).

SKILLS

- Proofreading
- Consecutive Interpretation
- Written translation
- Russian language (native)
- English language (fluent)
- Spanish language (fluent)
- Detail oriented
- Localization
- Research
- PC literacy
- CAT tools: Smarcat, MemoQ
- Web-content editor

WORK HISTORY

Self-employed translator, 06/2023 - present

Moscow, Russia

- Translations from/to English and Spanish languages
- Editing and proofreading

Customer Support Agent, 04/2020 — 01/2022

Playkot (playkot.com)

Main responsibilities:

- handling customer inquiries, problem analysis;
- submitting incidents (Jira, Kaiten);
- work and communication with QA and community managers;
- writing of game guides;
- translation of the game, community and FAQ texts

Freelance Translator, 09/2018 to 2020, 2022

- Russian-English translations for a project of **Rook One Games** studio (1.04.2019-1.08.2019);
- English-Russian, Russian-English, and Russian-Spanish translations of covering letters, business presentations about military technology, video gaming, cryptocurrency, etc.

Content Editor and Translator, 03/2018 to 09/2019
Owlcat Games (owlcat.games)

Main responsibilities:

- Translated and edited original content for a video game Pathfinder: Kingmaker (2018) using Unity engine;
- Put together in-game encyclopedia;
- Simplified written materials to enhance readability and comprehensive information;
- Organized material, determined area of emphasis according to prescribed editorial style and format standards;
- Optimized content with key search terms.
- Participated in pre-alpha testing of the game

Russian - Spanish translator, Content Editor, 06/2013 to 04/2014
Voice of Russia – Moscow, Russia

Main responsibilities:

- Concurrently managed writing projects (translations) with strict deadlines.
- Rewrote articles and news items taken from Russian, English and Spanish websites in a creative way which may interest the target audience (Spanish-speaking readers);
- Ensured correct implementation of graphic standards, uploaded materials to the website, added a suitable image and chose a proper place in the page;
- Managed writers, remote freelancers, media specialists, and translators.
- Updated digital media with snappy, timely content daily.
- Edited long- and short-form copy for blogs, websites, social media, presentations, and more.
- Prioritized workflow and managed schedules to deliver completed projects under deadline.
- Promoted materials on social media (Facebook, Twitter);
- Translation of news and articles on different topics (politics, culture, technology, history)

English and Spanish Interpreter, 08/2012 to 08/2018
Asocolflores, BALL – Moscow, Russia

Main responsibilities:

- Spanish and English interpreter during an annual exhibition in Moscow FlowerExpo, interpreting meetings and negotiations with clients, communication with customers.

My recommendations can be viewed here: <https://www.linkedin.com/in/svetlana-kosheleva-6246a974/>

EDUCATION

Master of Arts: Translation and translation studies, 2012

Moscow State Linguistic University - Moscow, Russia

Master's degree in linguistics, translation, and interpretation (English and Spanish languages). Degree paper on the topic: "Lexical and stylistic peculiarities of the philosophical and religious texts based on a translation of Antonio Cruz' book "Christian Bioethics" (Bioetica Cristiana)."

CERTIFICATIONS

Certificate of "Basics of Localization" from Alliance PRO technical translations in 2017.

ADDITIONAL INFORMATION

I pursue self-improvement and new knowledge. I am resourceful, creative, diligent and hard-working. My hobbies are reading popular science and fiction, playing video games, tabletop and tabletop roleplaying games.