

PERSONAL INFORMATION

Tetiana Tkachenko

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POSITION

Translator

WORK EXPERIENCE

Nov 2008–Present

Translator

Freelance jobs for private customers and translation agencies

- English/German to Ukrainian/Russian and Ukrainian/Russian to English translation and editing/proofreading: general texts, personal documents, business and legal documents, medical and pharmaceutical documents, etc.
- certification (notarization) of translations

Oct 2012–Present

Translator

Epoch of International Education, Kyiv (Ukraine)

English/German to Ukrainian/Russian and Ukrainian/Russian to English translation and editing/proofreading:

- personal documents (identity documents, certificates, diplomas, references, CVs, etc.)
- business and legal documents (business letters, promotional materials, bid documents, financial statements, minutes, powers of attorney, agreements, memorandums, articles of association, etc.)
- medical and pharmaceutical documents (GMP certificates, manufacturing and import authorisations, CPPs, SmPCs, PILs, PSURs, certificates of analysis, analytical procedures, etc.)
- certification (notarization) of translations

Oct 2011–Jun 2012

Translator/Administrator

Kiev Translations Translation Agency, Kyiv (Ukraine)

- English/German to Ukrainian/Russian and Ukrainian/Russian to English translation and editing/proofreading: general texts, personal documents, business and legal documents, medical and pharmaceutical documents, etc.
- administrative duties: taking orders from customers, organizing the translation process, managing paperwork and delivering completed and certified translations, cooperating with freelance translators

Aug 2009–Oct 2011

Translator/Administrator

Znatok Translation Agency and Foreign Language Centre, Kyiv (Ukraine)

- English/German to Ukrainian/Russian and Ukrainian/Russian to English translation and editing/proofreading: general texts, personal documents, business and legal documents, medical and pharmaceutical documents, etc.
- administrative duties: taking orders from customers, organizing the translation process, managing paperwork and delivering completed and certified translations, cooperating with freelance translators

EDUCATION AND TRAINING

1 Sep 2004–22 Jun 2009

Master's Degree in Translation and Interpreting (English and German)

EQF level 7

Kyiv National Linguistic University, Kyiv (Ukraine)

PERSONAL SKILLS

Mother tongue(s) Ukrainian, Russian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Master of Arts in Translation and Interpreting					
German	B2	C1	B2	B2	C1
Master of Arts in Translation and Interpreting					
Spanish	B2	C1	B2	B2	C1
Master of Arts in Translation and Interpreting					

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user
Common European Framework of Reference for Languages

Job-related skills

- analytical mindset
- keen memory
- attention to detail
- eagerness to learn

Digital competence

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem solving
Proficient user	Proficient user	Independent user	Proficient user	Independent user

Digital competences - Self-assessment grid

- good command of Microsoft Office tools (Word, Excel, PowerPoint)
- good command of OCR and PDF editing tools (ABBYY FineReader, ABBYY PDF Transformer, Infix PDF Editor)
- good command of CAT tools (Déjà Vu, Trados)

ADDITIONAL INFORMATION

References

References available on request