***CURRICULUM VITAE***

***English/German Freelance Interpreter/translator***

**PERSONAL DETAILS:**

* **Name:** Alena Kudrina
* **Email:** freelancer.alena@gmail.com
* **Nationality:** Russian

**Languages:**

* **Russian:** Mother Tongue
* **German:** Fluent
* **English:** Fluent

**Service:**

* Translation
* Proofreading
* Subtitling
* Web-Design
* Advertising

**Education:**

State Autonomous Educational Institution of Higher Professional Education

“Moscow State Linguistic University”

Diploma in English and German

Language courses “Business English” (Intermediate level)

Language courses “Business German” (Intermediate level)

**Experience:**

*11.2012 – present* – Freelance interpreter/translator

*05.2006 – 09.2012 -* translation agency, Interpreter/Translator

* Interpretation and translation from English/German into Russian and vice versa
* Working with technical texts, operating instructions, articles, books, records, agreements, contracts, reports, presentations, drawings, etc
* Researching legal & technical phraseology to ensure the correct translation is used.
* Liaising with clients to discuss any unclear points.
* Providing guidance & feedback & creating customer-specific style guides.
* Translation of documents/letters from English into Russian and vice versa.
* Reviewing and proofreading mother-tongue texts.
* Revising more junior translators' translations.
* Working as a translator for Law firms, charities and local councils.
* Supporting the translation team with other projects when necessary.
* Retrieving articles from newspapers, magazines & the internet & translating them

**Expertise:**

* Business
* Construction/Infrastructure
* Economics
* Education
* Electrical and Electronics
* Energy
* Engineering and Construction
* Fashion
* History
* Home and office appliances
* Human resources
* International Standards and Management Systems
* IT
* Law
* Legal
* Life Science
* Literature
* Manual
* Materials and Chemicals
* Media
* Medicine
* Press Media
* Railway Industry
* Religion
* Rules and Regulation
* Software and Hardware
* Sports and Fitness
* Technology and Industry
* Tourism Marketing
* Travel
* Finance
* Websites (commerce)

**Software Equipment**

* *Operating System*: Windows 7
* *Application Programs:* MS Office 2010; Fine Reader; Nitro Pro 9; Adobe Reader XI
* *CAT Tools:* Trados Studio 2011, Deja Vu

**Words Capacity:**

3000 words per day

**Rates**

I charge 0.07 EUR per source word for translation. (My rate is negotiable.)