**KYIKO (KRAVTSOVA) ANNA**

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| i (3) | : Eng - Rus, Eng - Ukr |
| i (1) | : SDL Trados Studio 2011, Déjà Vu |  |
| i (3) | : Marketing, Law, Business, WEB  |  |

**EXPERIENCE:**

**2014 – till present day –** Translation agency “Spring”, Kharkiv, Ukraine, freelance translator

* Translation of juridical, economic, marketing documents and historical books from English into Russian and vice versa

**2014 – till present day –** “House of beads” Company (Private Entrepreneur Kyrylo Bondarev), Kharkiv, Ukraine, manager

* Negotiations with Chinese and Indian partners about supply of goods

**September 2013 – June 2014** – Hotel “Central”, Donetsk, Ukraine, marketing manager

* Conclusion of treaties with corporate customers, including foreign ones.
* Negotiations with potential customers, including foreign ones.

**May 2013** – Cooperation with Swedish family who adopted Ukrainian boy

* Consecutive interpretation from English into Russian and vice versa

**June 2012 – till present day**– Translation agency “Linguistic traditions”, Donetsk, freelance translator

* Translation from English into Russian and Ukrainian

**May 2011 - August 2011** – Marriage agency “Orchid”, Donetsk, freelance translator

* Translation from English into Russian and vice versa
* Consecutive interpretation from English into Russian and vice versa

**2009 - 2011** – “VULKANYI” Company, Donetsk, freelance translator

* Translation of juridical and economic documents from English into Russian and vice versa

**October 2008** – International Economic Forum, Donetsk, Ukraine, interpreter

* Consecutive interpretation from English into Russian and vice versa

**2008 – 2011** – Hotel “Central”, Donetsk, receptionist

* Translation of correspondence from English into Russian
* Communication with foreign guests of the hotel

**EDUCATION:**

**2003 - 2007** – Donetsk National University, faculty of foreign languages, theory and practice of translation department. Qualification – Bachelor, Germanist, English translator.

**2007 - 2008** - Donetsk National University, faculty of foreign languages, theory and practice of translation department. Specialization – translation. Qualification – Master in translation, Germanist, English and German translator, lecturer of Translation.

**TRAININGS AND CONFERENCES:**

**September 29, 2015** - CAT Tool & Software day on Proz.com

**September 30, 2015** - Virtual conference for International Translation Day on Proz.com

**REFERENCES AND CERTIFICATES:**

Available upon request