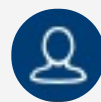




# Anna Yenchyk

Language Specialist & Translator



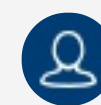
## Summary

- Qualified Language Specialist and advanced user of CAT-tools with extensive experience in translation, web-localization, editing and subtitling. Highly responsible and results-oriented individual with strong organizational skills and entrepreneurial spirit. Enjoy working in an international environment using foreign language skills in business.



## Areas of Expertise and Key Achievements

- **Project Coordination**
  - Highly experienced in coordinating full cycle translation projects: from assignment negotiation and order receipt - through organizing and managing team work for completing the task and quality assurance - to client delivery, final feedback and payment distribution
  - Exceptional linguistic competences, experience in web content localization as well as coordination skills allowed to take up the challenge in supervising team responsible for launching two local versions of an educational startup, an online video platform WikiVid
- **Self-Organization, Customer Focus and Result Orientation**
  - Approached every task in a highly organized manner by managing time and prioritizing work to meet tight deadlines
  - Achieved consistent results through effective case-by-case management, orientation to details and focus on customer needs
- **Productivity and Efficiency**
  - Promoted to the position of Lead Analyst at Refinitiv in 2018 after the shortest possible time working as Analyst and achieved over 20.00 percent above the office average effectiveness for the last year
  - High quality of work continuously recognized by receiving nomination for the *Analyst of the Month* award, which was awarded (first or second place) several times. Rewarded in all three editions of internal Refinitiv quality contest, *Qualympics*. Got satisfactory feedback from clients
- **Eager to Learn and Share Knowledge**
  - In view of broadening industry-related knowledge successfully completed ICA course in anti-money laundering and passed an exam with the highest score
  - Coordinated transfer of professional knowledge and business-related experience by conducting on-boarding trainings for new hires, as well as being mentor for several of them
  - Proactively kept updated on the necessary knowledge and technologies required to successfully deliver translation services, became advanced user of several industry specific CAT-tools



## Personal Info

### E-mail

ayenchyk@gmail.com

### Phone

+48 537578850

### LinkedIn

<https://www.linkedin.com/in/anna-yenchyk>



## Skills

Data interpretation, critical thinking and detail orientation

Translation, editing, localization

Due diligence, risk analysis, fraud investigation

AML / KYC

Subtitling and voice-over

Precision and result-orientation

Full commitment and integrity

Organizational skills and time management

Communication and teamwork



## Certificates

2018-05

International Compliance Association (ICA) Certificate in Anti Money Laundering

Business English and Modern Office Administration from National University of Ostroh Academy



## Languages

English



Professional proficiency

Polish



Professional proficiency

Ukrainian



Native

Russian



Native



## Career History

2006 - present

### Freelance Translator

Language Specialist

Acting as a freelance translator, editor, software localizer and subtitler in the following language pairs: English/Polish to Russian/Ukrainian:

- acquired extensive experience in the following fields of specialization: Telecommunications / IT, Media, Law, Finance, Marketing and Technology
- gained a wide knowledge and became advanced user of CAT tools: SDL Trados Studio, WordFast, DejaVuX, Subtitle Workshop, ApSIC Xbench
- conducted full-cycle orders management and was solely responsible for qualitative tasks fulfillment, participated in a number of long-lasting complex translation/editorial projects
- succeeded in establishing long-term business relationships with several reputable full-cycle linguistic agencies and multiple individual clients

2018 - 2019

### Refinitiv (fka Thomson Reuters)

Lead Analyst

- conducting complex research and detailed background checks on companies and individuals
- distilling large amounts of information retrieved from open public sources and specialized databases in order to assess business risks
- preparing enhanced due diligence reports based on summarized pieces of information obtained through research
- acting as a primary team analyst responsible for preparing a final report based on collective results provided by multilingual international colleagues

2016 - 2018

### Thomson Reuters

Analyst

- conducting thorough research and analysis of public domain records and specialized databases
- investigating potential risks and summarizing information
- preparing comprehensive due diligence reports

2015 - 2016

### Tec-Attack

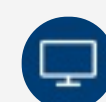
Web Content Editor

- supervising team responsible for launching Ukrainian and Russian versions of WikiVid (educational video platform)
- translating, editing and copyrighting Ukrainian and Russian website content, video scripts and marketing materials
- presenting educational materials on videos streamed online on Wikivid platform
- promoting localized site versions via social media



## Education

- **National University of Ostroh Academy, Translation, English and German Language and Literature**



## Software

MS Office Suite



SDL Trados, TagEditor and Passolo



Subtitle Workshop



ApSIC Xbench



LexisNexis, World-Check, Eikon

