Kseniya Konovalova

**Personal Information**

Birth Date: August 23, 1990
Living Place: Novosibirsk, Russia (GMT +6)
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**Work Experience**

**August 2012 – Present day Freelance Translator, Editor (English-Russian, Russian-English)**

Translation, editing, proofreading of law, economic, tourist, marketing, journalistic texts, personal documents (including preparation for Notarial certification and apostilization)

**October 2013 – December 2014 Project Manager**

AUM Translation Services (Novosibirsk, Russia)

Responsibilities: client account setup and tailoring of translation teams specific to each account, monitoring all jobs to ensure timely allocation of translators and proofreaders, using proprietary workflow and project management tools, checking and editing translations, and managing and monitoring quality control processes, ensuring that client requirements are met rapidly and discreetly at all times, maintaining excellent relationships with both clients and translators, provision of technical and linguistic help (text recognition, page proofs, glossography, editing, proof-reading, etc.), regular assessment of contractors’ works and feedbacks provision, certification of the translations by the Notary Public

**October 2012 – September 2013 Exchange Program Manager**

 Youth International Educational Center (Novosibirsk, Russia)

Responsibilities: customers guidance on services provided; hold interviews for language level checking; communication with foreign partners (USA, China, France, Holland, Canada, etc.) and solving of the conflicts, visa assistance, translation of papers and correspondents from English into Russian and vice versa.

**June – September 2011** Team Member

Winn Dixie, Grocery Store (Florida, USA)

Responsibilities: customer assistance; show-case decoration; packing the purchases for the customer

**June – September 2011** Cashier, Sales-Assistant

Surf Style, Beach Store (Florida, USA)

Responsibilities: check customers out; customer assistance, windows dressing

**Education**

**2007 – 2012** Novosibirsk State Pedagogical University (Novosibirsk, Russia)

Specialist Degree in Regional Studies majoring in the Regions of the Russian Federation

**2008 – 2011** Novosibirsk State Technical University (Novosibirsk, Russia)

 Additional Education

Translator in Economics (English-Russian, Russian-English)

**July – August 2009** Swiss International Tourism Academy (Geneva, Switzerland)

 Language Classes (English)

**Additional Skills**

Russian –native

English – fluent

Chinese – A1

Czech – A1

Ability to work with major translation software (Trados, Tstream, Xbench, Okapi, etc) and project management system (XTRF)

Experience in project managing