

# Olena Skibitska - Curriculum Vitae

## Personal information

Date of birth	21.04.1978
Sex	female
Contact telephone	<b>+380503383523</b>
Messenger (ICQ, Skype, etc.)	<b>Skype ID: helenskibitska</b>
Email address	<b>hskibitska@yahoo.com</b>
Country and city of residence	<b>Ukraine, Ivano-Frankivsk</b>
Time zone (GMT/UTC)	<b>EET (GMT/UTC+3 in summer, GMT/UTC+2 in winter)</b>
Language pairs	<b>English-Ukrainian, English-Russian</b>
Native language	<b>Ukrainian and Russian</b>
Services	<b>Translation, editing, proofreading, copywriting, rewriting, post-editing, consecutive interpreting, subtitle translating/proofreading/QA/conforming</b>

## EDUCATION

Name of educational institution	Graduation year	Faculty	Occupation
<b>Yuriy Fedkovych Chernivtsi National University</b>	2000	Faculty of Foreign Languages, Major English	Teacher of English language and literature

## EMPLOYMENT

<b>1.</b>	<b>Period of work</b> (month, year)	<b>July, 2016 - present time</b>
	<b>Position</b>	<b>Freelance translator into Ukrainian, language lead</b>
	<b>Employer</b>	<b>Deluxe Media INC.</b>
	<b>Fields of specialization</b>	<b>Subtitle translation, proofreading/QA, transcription, complex conform, editing</b>
	<b>Functions</b>	<b>Translating audio-visual content (films, series, trailers, teasers as well as metadata) into Ukrainian, performing freelance Language Lead tasks since 2021 - evaluating work of fellow translators, solving escalations and giving my best judgement regarding any controversial issues that might arise etc.</b>
	<b>Professional achievements</b>	<b>I have translated and/or proofread/QAed subtitles for a large number films and series in different genres - from feature drama, action, horror, sports etc films, documentaries to live TV shows and series (more than 1500 IDs) for such global companies as Netflix, Amazon, Disney, Paramount etc. My role of a Ukrainian Language Lead gave me opportunity to further increase a quality of the company's product while keeping viewers' experience in mind.</b>
<b>2.</b>	<b>Period of work</b> (month, year)	<b>December, 2015 - present time</b>
	<b>Position</b>	<b>Freelance translator</b>
	<b>Employer</b>	<b>SIA "Stepping Stone"</b>
	<b>Fields of specialization</b>	<b>Translation of different types of texts into Ukrainian and Russian languages</b>
	<b>Functions</b>	<b>Translating content using offline and online CAT tools (SDL Trados, Memsource, XTM etc)</b>
	<b>Professional achievements</b>	<b>A large number of projects (about 1000+) have been successfully completed (translated/edited/proofread) including projects for such global providers as Salesforce, Shimano, Toyota as well as projects for the government of Canada (e.g. Ontario Health bulletins, Ministry of Labor guidelines as well as a number of educational instructions and requirements).</b>

<b>3.</b>	<b>Period of work</b> (month, year)	<b>January, 1999 – present time</b>
	<b>Position</b>	<b>Freelance translator and interpreter</b>
	<b>Employer</b>	<b>Individuals and organizations</b>
	<b>Fields of specialization</b>	<b>Translation and interpreting</b>
	<b>Functions</b>	<b>Translating general and specialized texts, interpreting (conferences, private)</b>
	Professional achievements	A number of manuals (business, technical, IT, tourism) were translated into Ukrainian and/or Russian; multilingual travel leaflets featuring English, Ukrainian and Russian parallel versions were created and translated. Translation and editing of academic articles (medicine, law, IT, mathematics, marketing, tourism). Translation of business communication (e-mails and letters, tourism, educational, business, technical, and general vocabulary). Translation of texts using SDL Trados (law, medicine, catering, hotel and hospitality, business vocabulary). Conference and private interpreting (political, business, tourism, educational, general vocabulary)
<b>4.</b>	<b>Period of work</b> (month, year)	<b>July, 2000 – July, 2002; September 2004 – August 2015</b>
	<b>Position</b>	<b>Assistant Professor at the Department of Foreign Languages</b>
	<b>Employer</b>	<b>Vasyl Stefanyk Prykarpatskiy National University</b>
	<b>Fields of specialization</b>	<b>English for Specific Purposes (ESP), Translation Studies (Specialized Translation)</b>
	<b>Functions</b>	<b>Teaching, preparing educational programs, courses, taking part in specialized conferences, writing academic articles</b>
	Professional achievements	A total of about 30 courses have been prepared, 16 articles on Translation Studies have been published, 11 conferences, both domestic and international ones were taken part in, 2 chapters of a PhD thesis are written, and another 1 is currently being worked on. Theme of the thesis: “Difficulties of Translation of Tourist Texts”
<b>4.</b>	<b>Period of work</b> (month, year)	<b>August, 2002 – August 2004</b>
	<b>Position</b>	<b>Head Manager</b>
	<b>Employer</b>	<b>Tour Operator Cruise-2000</b>
	<b>Fields of specialization</b>	<b>Direct sales</b>
	<b>Functions</b>	<b>Booking hotels and air tickets, selling tourist packages, translating content on a corporate website, business communication with domestic and foreign partners, attending trade fair in Ukraine and abroad.</b>
	Professional achievements	The client base successfully created, increase of sales by 70 per cent, creating an average of 50 travel itineraries (parallel versions in English, Ukrainian and Russian)

#### **COMPUTER SKILLS AND AVAILABLE SOFTWARE**

**Ms Office, SDL Trados, SmartCAT, Deja View, Adobe Acrobat, Open Office**

#### **HOBBIES, INTERESTS**

**Travelling, hiking, martial arts, reading**