

# Olga Budai

Translation | Proofreading | Localization

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## EDUCATION

### Vitebsk State University

Linguistics: German and English  
(diploma with honors)

2000 – 2005

### State qualification examination in Polish

Level B2

Nov 2021



<https://www.proz.com/profile/1208633>



<https://www.linkedin.com/in/olgabudaj/>

## EMPLOYEMENT

### Freelance translator and editor

Individual entrepreneur, Gdansk, Poland  
Translation and proofreading of documents  
(technical, marketing, IT)  
Website localization

Aug 2015 - Present

### Technical translator

Kronospan FLLC, Smorgon Belarus

Dec 2012 – Apr 2016

- ✓ Language support for the technical manager (English and German)
- ✓ Language support during the installation of production equipment
- ✓ Translation of technical documentation

### Translator

Possehl Spezialbau GmbH, Minsk Belarus

Translation of documents in the field of construction materials and engineering

Jan 2010 – Sep 2012

## LANGUAGES

German – C1  
English – C1  
Polish – B2

### Native speaker

Belarusian  
Russian

## CAT TOOLS

Trados  
MemoQ  
Memsources  
Transit

## TRANSLATION PROJECTS

**DE-RU** - Translation of marketing materials for Häfele Group since 2017 – Present

**EN-DE** - Creation of a German version for the website business-class.com (USA, 2022)

**EN-PL, EN-DE** - Translation of IT presentations ("Eurovensys" Sp. z o.o.; Highline Sp. z o. o.; Elinext) (2021-2022)

**RU-EN, BEL- EN** - Translation of tender documents and reports for an EU grant (3-year about the sustainable development and the environment) (EU grants 2018-2021)

**EN-RU, DE-RU** - Translation of loan agreements for an investment project for the European Bank for Reconstruction and Development (EBRD 2016-2018)

**DE-RU** - Creation of a Russian version of the magazine "Holz-Zentralblatt", the leading industry magazine for the forest and wood processing industry (2016-2017) [http://www.holz-zentralblatt.de/drw\\_hz/hz/ebooks/AUSGABEN/HZ\\_RUS\\_2017/index.html](http://www.holz-zentralblatt.de/drw_hz/hz/ebooks/AUSGABEN/HZ_RUS_2017/index.html)

**RU-DE** - Creating of German websites versions: Waste granulation plant <http://de.scarabeyline.com/> and Sheet metal processing company <http://de.zias-machinery.com/> (2016)

## RATES

Translation (word):  
0,08 USD incl. VAT

Editing + proofreading (word):  
0,04 USD incl. VAT

Hourly rate:  
35 USD incl. VAT

## SKILLS

Translation  
Proofreading  
CAT tools  
Technical translation  
Website localization  
Marketing translation  
IT translation