**OLGA VOROPAIEVA VOROPAIEVA**



**Mob.:** +34698876370

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**Nationality:** Spanish

**Marital status:** married

**Position:** Translator/Interpreter, HR Manager, Secretary, PA, Administrative Assistant, Receptionist

**Languages:**

English (C1), Spanish (C2), Italian (B1), French (B1), Russian (mother tongue), Ukrainian (mother tongue)

**Work experience:**

* *August 2004 - Present time* Translator/Interpreter/Freelance
* *January 2014-January 2018 Medland Spain* Administrative/Receptionist/Translator
* *October 2012 – May 2013 Grupo B* Manager Eastern Europe
* *September 2011 – August 2012* Translator in MediaProgramas SL (Spain)
* *March 2011-August 2011* Translator/Interpreter/Office Manager in Cyberf (Madrid, Spain)
* *September 2010- January 2011* Teacher of English in Michael Gott’s International
* *March 2010 - January 2011* Telekom Austria (IT Company) (Translator/Interpreter/HR/PA/Office Manager)
* Team building;
* Screening telephone calls, enquiries and requests, and handling them when appropriate;
* Documentation;
* Working with Data Bases;
* Selection of personnel;
* Translations;
* Office Management;
* Organization of business trips for TA Developers;
* *December 2008 – September 2009* Schwarz & Partner (Assistant of Director, Assistant of Redactor, Translator and Interpreter) (Prague, Czech Republic)

*Functions:*

* selection of personnel, CV assessment, interviewing by SKYPE and phone, personal interviewing with candidates;
* Team building;
* Screening telephone calls, enquiries and requests, and handling them when appropriate;
* Documentation;
* Working with Data Bases;
* Negotiations with international partners;
* Translations (English, Spanish, Russian, Ukrainian);
* Negotiations with expositors in different international exhibitions;
* Dealing with correspondence and writing letters;
* Working with musicians (organizing and participating in a beneficent project);
* Making excursions;
* Editing of magazine of category business «EUROKONTAKT»;
* Marketing and Promotion, Advertising;
* Business trips to Czech Republic, Hungary, Spain.
* *2008* Metaliberica (Madrid, Spain)

*Functions:*

* Assistant of Director
* Receptionist;
* Documentation maintenance
* Working with partners from abroad;
* Translations (Spanish, English, Russian, Ukrainian)
* Managing incoming and outgoing post
* Marketing
* *2008* Translation agency (Kharkiv, Ukraine)
* *2007* Receptionist in tourist agency «Wind of the sun » (Kharkiv, Ukraine)

*September - November 2007* Teacher of English language in Public School (Kharkiv, Ukraine)

* *April 2005 - October 2006* Great Britain (program for students)
* *September 2004 - April 2006* Assistant of educator in Chair of Romance languages and translation, Receptionist (People’s Ukrainian Academy Kharkiv University of Humanities)

*Functions:*

* Reception;
* Answering calls;
* Typing of articles and academic programs;
* Making presentations in Power Point;
* Translations;
* Managing incoming and outgoing post

**Education:**

*October 2014 – Present time* Course of French Language (A1-B2)

*October 2017 – Present time* Course of Italian Language (A2-B1)

*September 2003- June 2008* Kharkiv University of Human Sciences «People’s Ukrainian Academy».

Faculty. Translator/Interpreter.

Specialty. Translation. Spanish (expert), English (expert), Italian (beginner), Russian (expert), Ukrainian (expert).

2006-2010 Michael Gott’s International

**Certificates:**

Course of French Language (A2), Torrevieja, Spain

Course of Italian Language (A2) Elche, Spain

Michael Gott’s International English Language (Advanced) Kharkov, Ukraine

Spanish Language Advanced (DELE exam), Madrid, Spain

**Translation Subject Areas:**

Acting and Directing, Advertising, Aerospace Engineering, Agriculture, Agronomy and Crop Science, Aircraft, Anatomy, Archaeology, Architecture, Art, Astronomy, Atmospheric Sciences and Meteorology, Automotive, Banking and Financial, Bioengineering and Biomedical Engineering, Biomedical, Broadcast Journalism, Business Administration and Management, Business General, Business Marketing, Ceramics Arts and Ceramics, Chemistry, Child Care, Civil Engineering, Computer and Information Sciences, Computer Games and Gambling, Electronic Games, Games of Chance, Criminology, Culinary Arts, Data Communications, Data Processing, Design and Applied Arts, Economics, Education, Electrical Engineering, Engineering, Entrepreneurship, Environmental Science, Ethnic and Cultural Studies, Fibre, Textile and Weaving, Film and Cinema Studies, Finance, Fishing and Fisheries Sciences, Food Sciences, General, Genetics, Geography, Geophysics and Seismology, Health, Heating, Air Condition and Refrigeration, History, Hospitality, Humanities and Humanistic Studies, Information Sciences and Systems, Internet, Journalism and Mass Communication, Law and Legal, Linguistics, Literature, Manufacturing (Metal Working and Products, Instruments, Furniture, Printing, Clothing, etc.), Mathematics, Mechanical Engineering, Medicine — Dentistry, Medicine — Medical Technology, Medicine — Microbiology and Bacteriology, Medicine — Neuroscience, Medicine — Ophthalmology, Medicine — Pharmacology, Medicine — Public Health Education and Promotion, Medicine — Social Psychology, Medicine (General), Metallurgical Engineering, Military Technologies, Mining and Mineral Engineering, Mining and Petroleum Technology, Music, Music History and Literature, Naval Architecture And Marine Engineering, Nuclear Engineering, Oil and Gas Engineering, Optics, Organic Chemistry, Patent Translation, Petrochemistry, Petroleum Engineering, Philosophy, Photographic Arts, Photography, Physical Education Teaching and Coaching, Political Science, Psychology, Radio and Television Broadcasting, Religion, Religion and Religious Studies, Science (General), Sociology, Software Engineering, Sport and Fitness, Taxation, Telecommunications, Textile Sciences and Engineering, Theatre, Tourism and Travel, Transportation, Veterinary, Visual and Performing Arts

**Other skills:**

PC user **(**Windows 98/2000/2002/XP/10; Leopard IMac; MS Office XP/2007; Internet; Photoshop), Trados Studio 2017