**CV/RESUME**

**Olga ZAGORODNIAIA**

**(English into Russian/Ukrainian Translator, Proofreader and Copywriter)**

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| **Personal information** | | | | |
| **Country of residence:** Ukraine  **Time zone:** GMT+2 (EET), GMT+3 (EEST)  **Proz:** http://www.proz.com/profile/1509419  **LinkedIn:** ua.linkedin.com/in/olgazagorodniaia  **Contact information:**  **Mobile phone:** +380 95 7380533  **Viber:** +380 95 7380533  **E-mail:** olga\_zagorodniaia@ukr.net, o.zagorodniaya@gmail.com  **Skype ID:** olga\_zagorodniaya | | | | |
| **My services**  Translation (up to 3,000 words per day), transcreation/copywriting/rewriting (workload depending on the text), proofreading/editing (up to 6,000 words per day), post-editing of machine translation (depending on the text). | | | | |
| **Native Languages** | | | | |
| Russian, Ukrainian |  | | | |
| **Language pairs** | | | | |
| **Language pair** | **Approx. number of words that have been translated up to date** | | | |
| *English — Russian* | *More than 8,000,000* | | | |
| *English — Ukrainian* | *More than 2,000,000* | | | |
| *Russian — Ukrainian* | *More than 3,000,000* | | | |
| *Ukrainian — Russian* | *More than 2,000,000* | | | |
| **My specialization areas** | | | | |
| * *Tourism and Travelling, Entertainment, Recreation, Food/Cookery/Drink* * *Textiles/Clothing/Fashion* * *Advertising/Marketing, PR, News/Journalism* * *Real Estate/Land, Internet/E-commerce, Business/Trade, Financial markets* * *IT & Computers, Mobile technologies, Household appliances and Digital equipment, Automotive* | | | | |
| **Software used** | | | | |
| MS Office 2010, POEditor, Adobe Photoshop, Adobe Acrobat, Adobe PageMaker, etc.  **CAT-tools:** SDL Trados Studio 2011, MemoQ, SDL Trados Studio 2017, Memsource  **Cloud-based translation platforms:** XTM, Smartling, GTT | | | | |
| **Rates and payment methods** | | | | |
| All my rates are negotiable (for the large volumes of work and long-term customers I can offer services at reduced rates) and I can present an invoice for payment.  Accepted payments methods: Wire Transfer, Skrill, Western Union, MasterCard. | | | | |
| **Relevant experience** | | | | |
| **Freelance translator, proofreader, editor and copywriter**  ***Finalist of the ProZ.com 17th Translation Contest (EN-RU pair)*** | | **03.2010 — till now** | | |
| Providing following language services to the corporate clients, private customers and translation agencies:   * Translation, proofreading and editing * Transcreation, copywriting and rewriting * Website localization * Post-editing of machine translation * Subtitling | | | | |
| **Employment with various International companies (including** **export-import firm, Real Estate company, one of the** **Top 100 World retail companies, GSM construction company and computer firm) on different positions (more detailed CV available on request).** | | | **1992 — 2010** | |
| **Related to translation industry experience:**   * Translation from English into Russian/Ukrainian and vice versa of:   - Commercial contracts, business documents, business correspondence, marketing materials, project documentation, etc.  - Articles from specialized magazines and websites, Service and Installation manuals, and User’s guides.   * Copywriting and rewriting of advertising materials and articles. | | | | |
| **Education** | | | | |
| **Working with Translation (Cardiff University online course)** | | | | **April 2018** |
| **IATA Foundation in Travel and Tourism Distance Learning course** | | | | **January  — June 2015** |
| **Advertising School — Course of Copywriting (Kyiv)**  Storytelling, Literary techniques, Naming and branding, Taglines, Texts for video content, Press releases, Information genres(article, interview, reportage, announce/advertisement, analysis, biography, autobiography, essay), Texts for websites and online media, Texts for social media, Content marketing and landing pages, SEO text optimization | | | | **April — June 2015** |
| **Free School of Journalism and Copywriting (Kyiv)** | | | | **2014** |
| **Proz.com webinar “Practicalities in translation of advertising texts”** | | | | **2013** |
| **Proz.com webinar “Translation in Travel & Tourism: Is it really that simple?”** | | | | **2013** |
| **International House Kyiv**  English Language (Additional Education) | | | | **1997 — 2000** |
| **Kyiv National Economic University**  Bachelor of International Economy (with advanced study of English) | | | | **1995 — 1999** |
| **Kyiv National University**  Special subject: General History (with advanced study of English)  Degree: undergraduate education. | | | | **1988 — 1992** |

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| **Appendix 1** |
| **List of the most important projects over the last few years** |
| * *Tourism & Travelling* * Localization of the online booking systems websites content (translations/creative translations of hotels and rooms descriptions, sightseeing landmarks, booking and accommodation terms) — over 5,000,000 words. * Transcreation for tourism campaigns (hotel/region/cruise promotion) — over 100,000 words. * Translations and proofreading for the air companies (website localization/marketing campaigns) — over 90,000 words. * Localization of leading airline’s website — 100,000 words |
| * *Real Estate*   *-* Translation of the real estate properties descriptions, commercial documentation and copywriting of the advertising materials — over 200,000 words.   * *E-commerce*   - Translations of goods descriptions/transcreation of advertising materials for the online store — near 60,000 words (including translation and searching of keywords)  - Participation in the post-editing of machine translation project for one of the biggest on-line auctions — over 100,000 words.   * *Mobile technologies* * Transcreation/marketing translations (blogs, articles, press releases, market reports and reviews) — over 100,000 words * *Internet, IT*   - Participation in the localization of [WIX.COM](http://www.wix.com) website (popular applications and widgets for Wix sites) — 31,000 words. |
| * *Financial markets*   - Translation and proofreading of [TRADIMO.COM](http://www.tradimo.com/) website content (international financial markets, money management, Forex trading strategies, technical and fundamental analysis) — near 50,000 words. |
| * *Non-profit organizations (Volunteer project)*   - Translation and editing of the policy documentation for Child and Youth Finance International (CYFI) — near 35,000 words. |
| * *Automotive*   - Translation and proofreading of Guides and Manuals for the Toyota Motor Corporation vehicles (Lexus RX450h, LS460, LS600h, IS300h and IS250, YARIS, CAMRY, ToyotaAltezza, ALPHARD, AURIS, HIGHLANDER, VERSO, Toyota FT-86), and SUBARU (Subaru BRZ) — over 1,700 pages (near 500,000 words). |