**Svetlana Havrysh**

**E-mail:** sgpro.svetlana@gmail.com

**Phone number:** +380982322656

**Place of residence:** 91, Dobrovolskogo Street, apartment 79, Horyshni Plavni, Poltava Region, Ukraine

**Languages:** Ukrainian, Russian, English

**Education**

2006 – Kremenchug University of Economics, Information Technologies and Management. Philology Department. Speciality: Translator-Interpreter of English Language.

**Professional Experience**

TRANSLATOR EN-RU, RU-ENG, UKR-ENG, ENG-UKR, RU-UKR, UKR-RU

**2014 – up to date Translation Agency “SGPro” - Ukraine, “Elite Translation” – China**

DUTIES:

* Translation of written documentation (specifications, service manual, reclamations, agreements, contracts)

Subject Areas: Technical Translation, Computer and Information Sciences, Oil and Gas Engineering, Electricity, Technical Maintenance.

* Proofreading of Russian and Ukrainian texts

**2012 - Translation Agency “TRD”, China**

FREELANCE TRANSLATOR EN-RU, RU-ENG, UKR-ENG, ENG-UKR, RU-UKR, UKR-RU

DUTIES:

* Translation of written documentation (specifications, service manual, reclamations, agreements, contracts)

Subject Areas: Technical Translation, Computer and Information Sciences, Oil and Gas Engineering, Electricity, Technical Maintenance.

* Proofreading of Russian and Ukrainian texts

**2010 – 2012 - Translation Agency “Indigo”, Ukraine**

FREELANCE TRANSLATOR EN-RU, RU-ENG, UKR-ENG, ENG-UKR, RU-UKR, UKR-RU

DUTIES:

* Translation of written documentation (specifications, service manual, reclamations, agreements, contracts)

Subject Areas: Technical Translation, Computer and Information Sciences, Oil and Gas Engineering, Electricity, Technical Maintenance.

* Proofreading of Russian and Ukrainian texts

**2007 – 2010 – Ferrexpo Poltava Mining**

TRANSLATOR EN-RU, RU-ENG, UKR-ENG, ENG-UKR, RU-UKR, UKR-RU

DUTIES:

* Translation of written documentation (specifications, service manual, reclamations, agreements, contracts)

Subject Areas: Mining, Finance, Law

* Supporting of foreign consultants
* Negotiation preparation with foreign partners of the company
* Accompaniment of the consultants to the enterprise sites
* Proofreading of Russian and Ukrainian texts

**Key skills and competence**

* Able to speak English fluently
* Excellent communication and social skills
* Able to prioritize work
* Microsoft Office (Word, Excel, Power Point)

**Hobbies and interests**

Travelling, active leisure, cycling