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| Svitlana Zolotukhina  |  |
| Date of birth: | 16 June, 1974 |
| Current location: | Donetsk, Ukraine  |
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**Objective**

Employment as a freelance translator/proofreader/interpreter (video remote/telephone interpreting services)
Language pairs: EN-RU, RU-EN, EN-UA, UA-EN

 **Summary**

Freelance translator/proofreader/interpreter in translating various topics since 1994

Immediately available for urgent assignments

User of CAT-tools (SDL Trados Studio 2017, SDL Trados Studio 2011, MateCAT, SmartCAT, Poedit, MemoQ, Multitrans, etc.), Microsoft Office

Working experience in a governmental organization on a financial position

**Language skills**

**English** - fluent

I can be interviewed in this language

**Ukrainian** - native

**Russian** - native

**German** - lower intermediate (Grundstufe III, Mittelstufe I)

 **Experience**

**Freelance Translator/Proofreader/Interpreter**

August 2014 – present time

**Translation agencies in Ukraine**

June 1994 – June 2014

**Donetsk Chamber of Commerce and Industry**

References and contact details for referees are available on request.

**Translation topics:** economics, finance, accounting, audit, banking, law, social sciences, IT, psychology, medicine, biology, aviation, military, oil processing, agricultural, automotive, construction, shipbuilding, chemistry, foods, import s and exports, scientific articles, advertising, marketing, literary, etc.

August 2010 – March 2016

**Deputy Head of the Board for Budget Project Monitoring, Informational and Analytical Support**

**Head of the Department for Economic Analyses at the Communal Property Board**

**Donetsk Regional Council Executive Office**

(Governmental organization)

Responsibilities:

-Oversee the municipal companies' systems of accounts, books, records and accounting practices and policies;

- Monitor and forecast of the financial position of municipal companies, suggest areas for improvement and efficiency on an ongoing basis;

- Monitor cash-flows of the municipal companies to prepare forecasts and follow-up on monthly basis; company credibility forecasts, follow-up of loan repayments and budgetary funding drawdown;

- Monitor financing schedules and follow-up thereof in conjunction with strategic planning decisions and initiatives; comparison of actual results against forecasts and deviation analysis; financial statement analysis on quarterly and annual basis;

- Control municipal companies' budgets and expenditures;

- Prepare financial and operational analyses and provide monthly, quarterly and annual reports as required by the top management of the Council.

- Desk and field audits of municipal company accounts and records, financial statements, cost analysis, financial forecasts to prepare analytical reports on use of budgetary, borrowed and own funds by municipal companies, recommendations for municipal companies to reduce expenses and boost profits to succeed and achieve their goals.

- Work out of the procedure for draw up, endorsement and follow-up of municipal company development programs, selection criteria for investment projects, performance indicator analysis. Feasibility studies for municipal companies.

- Prepare proposals on efficient use of municipal property; reorganization, liquidation of municipal companies and foundation of new ones.

- Prepare and participate in conferences, seminars, briefings on the issues of regional development, investments, governmental policy.

- Work with huge data bases.

July 2009 - August 2010

**Accountant**

**Your Accountant, Outsourcing accounting services, Donetsk**

Responsibilities:

- assist clients with basic bookkeeping (small and middle-size companies);

 - manage accounts receivable and payable including credit and collection;

 - prepare payroll;

 - prepare monthly financial statements;

- maintain the full-cycle accounting records to Trial Balance for clients

 - assist external accountants to complete year ends;

- communicate with banks, Revenue Agency, Workplace Safety Insurance Board and other regulatory bodies;

 - recover accounting records.

August 2007 - June 2009

**Company's President (a US citizen) Assistant on Foreign Financial Activity and PR**

**Diamed Clinical and Diagnostic Centre, Donetsk**

(Investment project for the construction of a private clinical and diagnostic centre)

Responsibilities:

- Correspondence and negotiations with foreign and Ukrainian developing and designing companies for the construction of a private clinical and diagnostic centre;

- Developing of financial and permit documents for banks and regulatory bodies; - Investment project evaluation and analysis;

- Developing of a standby letter of credit with Barclays Bank PLC, London, UK and OTP Bank, Ukraine;

- Transformation of financial reporting for the investors;

- Interpretation during negotiations with officials and the developer's representatives, translation of medical, financial, technical, etc. documents.

August 1996 - August 2007

**Leading Economist for Import & Export Operations, Deputy Head of Imports Department**

**NORD, JSC, Donetsk**

(Production of refrigerators and other household appliances)

Responsibilities:

- Preparation of forecasts and schedules for stock inventories, shipments and arrivals of goods;

- Maintenance of reference books for finished goods, stock, specifications in the accounting system;

- Draw-up of contracts;

- Arrangement of supplies according to Incoterms;

- Preparation of documents for customs clearance;

 - Monitoring of accounts payable and receivable on foreign contracts, reports for Financial and Economics Departments;

 - Applications for permit with regulatory and customs bodies.

**Education**

2019- present time

**Gorlivka Institute of Foreign Languages (located in Bakhmut), Ukraine**

Linguistics, Translation and Interpretation in English and German

(Magister)

2016- 2018

**Donetsk National University (located in Vinnytsia)**

Linguistics, Translation and Interpretation in English and German

(Bachelor)

1991 to 1996

**Donetsk State Technical University** (Donetsk, Ukraine)

Economics and Management Department

Magister's Degree in Accounting, Audit and Business Analysis

Diploma with honours

 **Courses, Trainings, Certification**

**Donetsk National University** (Donetsk, Ukraine)

2009

Courses in 1С Accounting Software, 7.7, 8.0 Versions

**Goethe Institute Department at Donetsk National University** (Donetsk, Ukraine)

2000

Courses in German language (Grundstufe III, Mittelstufe I) at the Centre for German Language Tuition of Goethe Institut at Romanian-German Philology Department of Donetsk National University

Certificates Grundstufe III, Mittelstufe I

**Microeconomics & Macroeconomics, Money & Banking, Financial Markets** (Civic Education Project at Donetsk State University)

1993 to 1996

CEP was sponsored by and affiliated with the Central European University and Yale University, offered courses in social sciences, law and humanities taught in English by visiting lecturers, PhDs from the US Universities.

 **Additional Information**

**Computer Skills**

CAT-tools: SDL Trados Studio 2017, SDL Trados Studio 2011, MateCAT, SmartCAT, Poedit, MemoQ, Multitrans, etc.

Microsoft Office, Acrobat Reader, Power Point, FineReader, etc.

Accounting Software: 1С, 7.7, 8.0, 8.2.9.356 Versions; Accent 7.0; Client-Bank; Best Zvit

**Personal Qualities**

Able to work well under pressure and tight deadlines

Attention to details

Continuous learning