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# Tatsiana Kliuchnik

Translator at Ernst&Young Belarus

## Contact Information

Email Address: bettty@inbox.ru

Mobile Phone: +375.296178283

## Personal Information

Birth Date: 14 January 1986 (Age: 29)

Gender: Female

Nationality: Belarus

Residence Country: Belarus

City: Minsk

Visa Status: Citizen

Marital Status: Single

Number of Dependents: 0

## Experience (8 Years, 6 Months)

## Translator

at Ernst&Young **Location:** Belarus
**Company Industry:** Accounting/Auditing
**Job Role:** Administration
October 2013 - January 2015 The main scope of my responsibilities include translating from English into Russian and vice versa. The main areas include financial and audit working papers as well as media reviews, articles, narratives of business processes and respective documentation connected with legislation (tax, accounting etc).

## Project coordinator

at Chernobyl Children's Project International **Location:** Belarus
**Company Industry:** Charity

**Job Role:** Administration
July 2010 - October 2013 1. Office administration (in and out coming correspondence, weekly office reports, hotel reservations for the Irish volunteers coming to Belarus)
2. Assisting in Rest and Recuperation summer and Christmas Program (collecting children’s documents and preparing application forms for the Irish embassy, contacting host families in Ireland, visiting Irish embassy in Moscow, organizing delivery of children to the airport and delivering of children from the airport to their houses, preparing lists of the groups travelling to be signed at the Ministry of Education, Ministry of Health and the Department of Humanitarian Affairs)
3. Assisting in the Home of Hope Project (searching for the new houses to be purchased in the poorest regions of Belarus and looking for the new families ready to foster children (up to 10 children), contacting existing families every month in order to find out their needs at the moment, preparing documents for the Department of Humanitarian affairs to register the aid delivered to the existing Homes of Hope)
4. Business trips to targeted regions of Belarus (Gomel region, Vesnovo mental asylum (Mogilev region), Soltanovka mental asylum (Mogilev region))
5. Translating necessary documentation for the head office in Ireland and for Belarussian institutions (contracts, letters for the Ministry of Health, Ministry of Education etc., medical documentation re diagnoses of children travelling to Ireland in order to get necessary treatment there)

## Freelance translator

at International Federation of Red Cross and Red Crescent Societies **Location:** Belarus
**Company Industry:** NGO

**Job Role:** Support Services
June 2010 - October 2013 Translating reports, brochures, educational information from English into Russian and from Russian into English

## International trade manager

at Private Enterprise DZHIS plus **Location:** Belarus
**Company Industry:** Automotive
**Job Role:** Administration
June 2009 - May 2010 1. Searched new suppliers of the automobile glass and accessories in China and Taiwan;
\* 2. Drafted international contracts;
\* 3. Organized the process of the customs clearance in Belarus (prepared all necessary documents for customs);
\* 4. Commercial correspondence with Asian and European partners;
\* 5. Liaised with other departments as required for information or financial data;
\* 6. Maintained an effective tracking system of invoices and payments;
\* 7. Market monitoring;
\* 8. Organized the process of the international delivery of the goods by multimodal transportation services;
\* 9. Translated company's website into English;
\* 10. Translated technical documentation into Russian/English and English/Russian;
\* 11. Organized business trips for company senior managers (hotels and tickets booking, visa application and etc.);

## International Logistics Manager

at STA Logistic Ltd. **Location:** Russian Federation
**Company Industry:** Transportation/ Logistics
**Job Role:** Logistics
June 2007 - November 2009 \* 1.Searched for new customers by telephone and email;
2. Searched for new suppliers of international transportation services;
\* 3. Developed and maintained customer database;
\* 4. Negotiated with customers;
\* 5. Opportunity management;
\* 6. Business planning;
\* 7. Prepared documentation for the international cargo delivery (CMR, TIR, BL);

## Industrial Business Manager

at Private Enterprise Technonikol **Location:** Belarus
**Company Industry:** Construction/Civil Engineering
**Job Role:** Purchasing/Procurement
September 2006 - June 2007 1. Worked with customers;
\* 2. Maintained an effective tracking system of invoices and payments;
\* 3. Warehouse logistics;
\* 4. Maintained closed cooperation with the factories-suppliers of the construction materials;

## Cashier/Sales assistant

at Chicago O'Hare International Airport **Location:** United States
**Company Industry:** Hospitality/Tourism/Travel
**Job Role:** Customer Service
June 2005 - September 2005 Participant of the student program ``Work and Travel USA''

1. HMS Host, Chicago O'Hare International Airport, USA
Cashier

2. Duty Free, Chicago O'Hare International Airport, USA

## Education

## Master's degree , International Law and Law of the EU

at European Humnaities University
**Location:** Vilnius Lithuania
**Completion Date :** June 2020

## Bachelor's degree / higher diploma , English

at Minsk State Linguistic University
**Location:** Minsk Belarus
**Completion Date :** June 2013
**Grade:** 100 out of 100

## Languages

### Russian

**Level:** Expert

### Lithuanian

**Level:** Beginner

### English

**Level:** Expert