**Victoria Khevavasam**

Language pairs:

From **Finnish** to **English**

From **Finnish** to **Russian**

From **English** to **Russian**

From **Russian** to **English**

**Diploma:** Master’s degree in translation

**Experience:** over 6 years

**Address:** Metsämiehenkatu 17 as. A, 53300 Lappeenranta, Finland

**Mobile:** + 358 44 975 2874

**E-mail:** vivagus@gmail.com; victoria.khevavasam@gmail.com

**Skype:** Victoria.khevavasam

**Professional Skills:**

* Translation and interpretation in the following subject areas:
* **Business and general correspondence** (emails, phone calls, certificates, presentations, business correspondence, official documents with apostille,business plans, speeches);
* **Medicine/life sciences** (clinical trials, IBs, Protocols, patient files, pharmaceutical industry, dental records, medical reports, research papers, health insurance claims, surgical records, medical transcriptions, health care invoices, consent forms, drug information leaflets, other medical and health care information and printed materials);
* **Legal** (contracts, power of attorney, last wills and testaments, legal proceedings, collection documents, legal correspondence, laws and regulations, general terms and conditions, meeting minutes, commissioner reports, certified legal translations, deeds, judgments,etc.)
* **Technical** (industry, heavy machinery, metallurgy, technical specifications and manuals, etc.);
* **Financial** (banking, accounting, bookkeeping, investments, taxes, economics, etc.)
* **Marketing and Sales** (video and audio, product information, online advertisements);
* **Computers, IT and telecommunication**
* **Human Recourses**
* **Consecutive interpretation**
* **E-mail and website translation**
* **International phone calls support and interpretation**
* **Russian and English texts proofreading**
* **CAT tools (SDL Trados, Word Fast**

**Education Summary:**

* The Ural Federal University. Department of foreign languages.

Web-site: <http://www.ustu.ru>

 **Major:** Linguistics and interpretation.

**Diploma:** Master’s degree in translation and interpretation of foreign languages.

* **2009-2010 –** USA exchange program traineeship

References: Patricia O’Shea White

 Address: 43 Bay Drive, Annapolis (MD), USA, 21401.

Tel.: +1 (410)-268-25-94

E-mail: pat@whitehouseonthebay.com

* **2013, 2014 –** traineeship in Great Britain (clinical trials translation)

**Work Experience:**

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| 2012-present | Translation agency “Yes we can”Fin-Eng, Fin-Rus, Eng-Rus, Rus-Eng, Fr-Rus translator, proofreader, various translationsWebsite: <http://www.ywec.ru/> |
| 2015-present | Translation agency “Expert”Eng-Rus, Rus-Eng proofreader and copywriter  |
| 2013-2015 | InVentiv Health ClinicalEng-Rus, Rus-Eng translator, site contracts, medical and clinical trials translationWebsite: <http://www.inventivhealthclinical.com/>  |
| 2011-2013 | Worldwide Clinical TrialsEng-Rus, Rus-Eng translator, coordinator, business, medical and administrative translationWebsite: <https://www.worldwide.com/>  |
| 2009-2011 | JSC “Sinarsky Pipe Works”Websites: [www.tmk-group.com](http://www.tmk-group.com), [www.sintz.ru](http://www.sintz.ru). Position title: Rus-Eng, Eng-Rus translator |
| 02.05.10 – 02.16.10 | Consecutive interpretation (English-Russian) at Pr. Stephen Hapell’s («Triskem» Laboratory, France) seminars and master classes on the problems of Ra- and U- samples industrial refining and their α-β-spectrometry  |

**Extra Information:**

* Computer literacy: Windows (ХP, Vista,7), Linux, MS Office, Internet

 Explorer, Opera, Google Chrome, Photoshop, Adobe Premier Pro,

 software / operating system installation.

* Business trips (including long-term) are possible. Valid international passport and Schengen visa.
* Personal skills: sociability, responsibility, reliability, industry, team-player