

VIKTORIA HATALOVA

TRANSLATOR



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EMAIL

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ADDRESS

Žilina, Slovakia

PROFILE INFO

Passionate Slovak/English translator and current ESL teacher. Bringing forth several years of experience as a freelance translator, combined with a passion for serving as an effective educator and helping students to achieve proficiency in the English Language.

SKILLS

- MS Office
- Time-management
- Adaptability
- Effective communication
- Responsibility
- Attention to detail

EDUCATION HISTORY

2018 - 2020 - University of Presov

Early Childhood Education and Teaching

Relevant Coursework: English Communication Class I. & II., English Pronunciation, Practical Grammar of the English language I. & II.

WORK EXPERIENCE

English Teacher

current employment | **SJŠ Viveus, Žilina**

- Teach skills in English grammar and syntax, vocabulary and proper word usage.
- Prepare course materials, such as syllabi, homework assignments and handouts.
- Research new and emerging methods for language instruction and skill-building.

Translator and Customer Support Agent

Jan 2021 - Jun 2021 | **promosalesdeals.com**

- Responded quickly to meet customer needs and resolve problems.
- Responded to telephone inquiries and complaints following standard operating procedures.
- Provided translation of communication between English speaking management and Slovak customers.

Freelance Translator

- Edited and revise translated materials.
- Checked translations of technical terms and terminology to ensure that are accurate and remain consistent throughout translation revisions.
- Checked original texts and conferred with authors to ensure that translations retained content, meaning and feeling of original material.
- Discussed translation requirements with clients and determined any fees to be charged for services provided.