

PERSONAL INFORMATION

Nadiya Shtenda

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Sex Female

Date of birth 23/01/1980

Nationality Ukrainian

JOB APPLIED FOR

Freelance Translator / Proofreader

WORK EXPERIENCE

2009-present

Freelance Translator / Proofreader

Areas of Expertise:	Estimate Volumes (words) Translated/Proofread	Exemplary Translation Projects (EN-RU/UKR) and Their Estimate Volumes
Tourism & Travel	over 800,000/300,000	Web-site localization for some of the leading international hospitality brands
Marketing / Market Research	over 100,000	SHAKIRA'S POTENTIAL IN THE NEW MARKETS (Questionnaire) – 3,000 words
Textiles / Clothing / Fashion	over 1,000,000/100,000	Style Magazine Winter trends from the catwalk / How to style a Mannequin – 7,000 words Web-site localization for some famous luxury brands
Law: Contract(s)	over 500,000/60,000	FACILITY AGREEMENT... – 27,000 words
Law (general)	over 500,000/30,000	Federal-Mogul Anti-Money Laundering Policy – 18,200 words
Advertising / Public Relations	over 150,000/20,000	Football Meister press releases / web-site localization – 1,700 words Foss press releases (grain, meat, milk production) – 2,000 words
Education / Pedagogy	over 200,000	Brooklyn High School Directory – 27,000 words Arlington Public Schools Family Handbook – 9,800 words
Management, HR	over 100,000	Matrix Management: Not a Structures Frame of Mind – 4,700 words
Agriculture	over 100,000	FAO, World Programme for the Census of Agriculture 2020 – 40,000 words Hoofsure Endurance / UDDERCOMFORT (cattle) / management information / Provita company flyers / product descriptions – 4,400

Software / UI / Computer Games Localization	over 150,000	words Microsoft. Dropbox. A Fantasy Game Localization – 15,000 words
Finance (general)	about 100,000	Eurocontrol. Principles for establishing the cost-base for en route charges and the calculation of the unit rates – 9,300 words
Business/Commerce (general)	about 100,000	General Electric's Corporate Strategy – 3,000 words PPG GLOBAL ANTI-CORRUPTION POLICY – 1,800 words Guidelines for Production and Quality Control (H&M) – 6,800 words Guideline for needle and sharp object control (H&M) – 1,400 words
Health/Well-Being	over 50,000	UN Documents: Procedures for organising national EAC training, Energizers - HIV/AIDS Alliance -7,000 words
Retail	over 50,000	Product descriptions and marketing materials for some of the international online retail stores (fashion, luxury brands, fast fashion brands). Distribution Agreement Marco Beverage Limited – 2,500 words
Furniture / Household Appliances	over 50,000	Nautilus Treadmills Assembly/Owner's Manual – 6,000 words
Food & Drink	over 50,000	Web-site localization CHB: Fruit Processing Group (Athens, Greece) – 5,500 words
Environment & Ecology	over 30,000	Sustainable solutions, Sweden – 2,200 words
Cosmetics, Beauty	over 30,000	CoolSculpting — the treatment for reducing fat without surgery. Survey, Facial Anti-Ageing Treatment – 9,200 words
Medical (general)	over 50,000	Evidence of Coverage: Your Medicare Health Benefits and Services and Prescription Drug Coverage as a Member of Keystone ... – 24,500 words Public Health and Security interface: WHO Response capabilities – 3,000 words
Social Science, Sociology, Ethics, etc	over 50,000	Kohler Co. Antibribery Policy Training – 6,700 words EASO Training module – 3,000 words

2005-2008

Quality Planner; Office Manager/Interpreter (English/German - Ukrainian/Russian; Ukrainian/Russian-English)

WET Automotive Ukraine (automotive company with foreign investments)

Some relevant responsibilities:

- interpreting, translating (incl. company mission, vision, policies, press releases, production documents etc);
- business correspondence, recordkeeping (also in English and German);
- preparing Power Point presentations for Management Reviews (in English and German);

Curriculum Vitae

- present at the management meetings as a minute-taker and an interpreter.

2002-2005 Interpreter/Translator (English - Ukrainian/Russian; Ukrainian/Russian-English)

Miltex-Ukraine (sewing company with foreign investments)

Some relevant responsibilities:

- interpreting;
- translation of the production documents, agreements, guidelines, etc;
- business correspondence, recordkeeping (in English);
- keeping in contact with customers, suppliers, sub-contractors on production matters, claims etc (communication language: English).

EDUCATION AND TRAINING

1997-2002 Uzhhorod National University (Ukraine), English Philology Department

Master of English Philology, diploma with honours

Mother tongue(s) Ukrainian
Russian

OTHER LANGUAGE(S) / SELF-ASSESSMENT Common European Framework of Reference for Languages
Levels: Basic user A1 - Basic user A2 - Independent user B1 - Independent user B2 - Proficient user C1 - Proficient user C2

UNDERSTANDING – Listening English – C2

German – B2

UNDERSTANDING – Reading English – C2

German – B2

SPEAKING - Spoken interaction English – C2

German – B1

SPEAKING - Spoken production English – C2

German – B1

WRITING English – C2

German – B2

PERSONAL SKILLS

Computer skills Competent with most Microsoft Office Programs
Working with the following CAT tools: Trados 2007, Trados Studio 2011/2015, WordFast Pro 5, MemoQ 8.5, MemSource, SmartLing

Job-related skills Accuracy, reliability, responsiveness, attention to detail, inquiring mind

ADDITIONAL INFORMATION

Conferences Participant of UTIC 2014 — Ukrainian Translation Industry Conference (online version)

Memberships ProZ.com Certified PRO. A link to my ProZ page: <https://www.proz.com/profile/2173388>