



Oksana Weiss (formerly Zoria)

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Specialized in:

- Legal/contract
- Project/ UN-EU papers
- Medical/pharmaceutical
- General



PROFESSIONAL FREELANCE TRANSLATOR English, German > Ukrainian, Russian

- Services: Translation, proofreading, QA, back translation
- Languages: Native Ukrainian and Russian, fluent English and German
- CAT-tools: Wordfast Pro 3.4, Wordfast Pro 5, SDL Trados Studio 2011, on-line and cloud translation tools
- QA-tool: Verifika 3.1, Xbench 3.0
- OCR-tools: ABBYY FineReader 12, Adobe Acrobat DC
- PC: MS Windows 10, MS Office 2013 (Word, Excel, PowerPoint)

PROFESSIONAL EXPERIENCE

Freelance Translator (2006 till present)

Written translation, proofreading, and quality control (EN, DE > UK, RU) in the following fields:

- ✦ Legal/contracts:
 - Agreements, contracts, articles of associations, minutes of shareholders' meetings, court papers, witness statements, claims, judgments, etc.
- ✦ Project/UN-EU papers:
 - Roadmaps, treaties, agreements, project status reports, position papers, policies, EU standards, surveys, questionnaires, etc.
- ✦ Medical/pharmaceutical:
 - Clinical trial protocols, investigator brochures, instructions to medical instruments, user manuals, ICF, EMA papers, PSURs, etc.
- ✦ General

Translator, Proofreader/Project Manager (2003-2006)

On Time Translation Agency, Kyiv, Ukraine

- Translation, proofreading and revision of other translators' work
- Distributing jobs among other translators, providing them with glossaries, termbases, translation memories and instructions
- Training the translators to use the CAT-tools (Trados and memoQ)
- Ensuring adherence to the deadlines
- Quality assurance
- Delivery of final translations to the customers

Administrator/Translator (2002-2003)

TACIS (EuropeAid) Restructuring Project (NGO), Kyiv, Ukraine

- Organizing day-to-day office work
- Organizing seminars, workshops and visits of foreign experts
- Translating and disseminating materials

Personal Assistant to Regional Director/Translator (1999-2002)

Gillette (currently Procter & Gamble), Kyiv, Ukraine

- Arranging the schedule of Regional Director
- Translating during office meetings and business negotiations
- General administrative tasks

Personal Assistant to Regional Director/Translator (1997-1999)

DTZ Debenham Zadelhoff (International Real Estate Agents), Kyiv, Ukraine

- Arranging meetings and daily schedule for General Director
- Handling phone calls, visitors and correspondence of General Director
- Translating during office meetings and business negotiations

EDUCATION

1991-1997 Karazin Kharkiv National University
Master's degree in English Language and Literature, German as the second major

PERSONAL QUALITIES

- ✦ Honest, industrious, and loyal
- ✦ Always following customers' instructions and meeting the deadlines
- ✦ Able to work under stress and deliver high quality under the tight schedule
- ✦ Good communication skills

REFERENCES

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<http://www.proz.com/wwa/1421702>