



**Andrey GALATIN**

**FREELANCE TRANSLATOR,  
PROOFREADER & TRANSCRIBER**

**PERSONAL DETAILS:**

DOB: January 31, 1984

Location: Russia, Bataysk

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**MOTHER TONGUE**

RUSSIAN

**LANGUAGE COMBINATIONS**

ENGLISH – RUSSIAN;

RUSSIAN – ENGLISH;

UKRAINIAN – RUSSIAN;

RUSSIAN – UKRAINIAN;

ENGLISH – UKRAINIAN;

UKRAINIAN – ENGLISH.

**AREAS OF EXPERTISE**

- Translation;
- Interpretation;
- Proofreading;
- Editing.

**PRIMARY AREAS OF WORK**

- Legal;
- Business;
- Finance;
- Health;
- Education, etc.

**TRANSLATION CAPACITY**

Between 2000 and 4000 words per day.

**PERSONAL SKILLS**

- Detail-oriented;
- Self-motivated;
- Diligent;
- Friendly.

**KEY SKILLS AND COMPETENCIES**

- Knowledge of translation software tools;
- Highly skilled in Word, Excel and Microsoft Outlook;
- Able to perform under time pressure.

**ABOUT ME**

I am a freelance translator with six years of experience from English into Russian and vice versa. I focus on cooperation with translation agencies on a long-term basis. My professional approach helps me keep the quality of my work consistently high and meet deadlines, which ensures that you will receive quality services. My services are in demand by many LSPs.

**WORK EXPERIENCE**

- August 2012 – September 2015, “Avis Group” Translation Agency, Rostov-on-Don;
- September 2015 – present, TransPerfect Translations, New York.

**QUALIFICATIONS**

- 2006 - graduated from the Rostov University of Russian Railways with a degree in economics;
- 2012 - graduated from the Rostov Institute of Foreign Languages with a degree in translation and interpretation.

## **EXAMPLES OF DOCUMENTS TRANSLATED**

- MEMORANDUM AND ARTICLES OF ASSOCIATION
- CONFIDENTIALITY, NON-SOLICITATION AND PROPRIETARY INFORMATION AGREEMENTS
- DISTRIBUTION AGREEMENTS
- AGREEMENTS ON SOCIAL AND ECONOMIC COOPERATION
- CONSTRUCTION PERMITS
- LAND LEASE AGREEMENTS
- LETTERS (POWER) OF ATTORNEY
- DECLARATIONS OF TRUST
- CERTIFICATES ON TAX REGISTRATION OF RUSSIAN COMPANIES WITH A TAX AUTHORITY AT THEIR LOCATIONS
- SHARE CERTIFICATES
- BALANCE SHEETS
- INCOME STATEMENT
- STATEMENT OF CHANGES IN EQUITY
- CASH FLOW STATEMENT
- NOTES TO THE BALANCE SHEET
- GRANT AGREEMENTS
- MARRIAGE, DIVORCE, DEATH AND BIRTH CERTIFICATES
- IMMIGRATION DOCUMENTS
- MARRIAGE AGREEMENTS
- COURT SETTLEMENTS
- ANNUAL REPORTS
- GENERAL MEETINGS
- DIPLOMAS
- TRANSCRIPTS
- VOCATIONAL CERTIFICATES, ETC