Marina Titova

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SUMMARY:

Experienced translator, interpreter, tutor, and voiceover actress;

A quick learner who can absorb new ideas and is able to communicate clearly and effectively with people from various social and professional backgrounds.

Fully aware of diversity and multicultural issues, flexible and adaptable to challenges when they arise.

EXPERIENCE:

- **Lead Translator, Interpreter, Proofreader,**

POLYGLOT Translation and Travel Agency, Bryansk, Russia **(August 2013 - June 2016)**

My job implied working with a number of translation topics (Marketing, Law, Official Documents, Visa Documents, Human Resources, Mass Media & PR, Machinery, Agriculture, Medicine, Press, Banking, Education, IT, Software Development, etc.).

*Position summary:* Translated from English, French, and Ukrainian into Russian and vice versa; interpreted using simultaneous and consecutive modes at business negotiations with international clients or partners, start-up and adjustment works, educational workshops and meetings; managed work of other office and freelance translators; performed other duties and ad hoc administrative support, including record keeping related to project activities, advice & guidance on local issues; made sight translations of documents including, but not limited to, contracts, agreements, reports, business letters, newspapers, etc.

- **Freelance Translator/Interpreter/Proofreader** working with different translation agencies from Russia, Ukraine, Belarus, Latvia, Poland, and private individuals providing interpreting, translation and proofreading services to clients where needed. **(May 2013 – present day)**

*Position summary:* Perform translation of documents from English, French, and Ukrainian into Russian and vice versa.

Perform proofreading of various types of documents.

**- English Tutor,**

ENGLEX Online Language School, Russia **(July 2016 – present day)**

[**https://englex.ru**](https://englex.ru)

*Position summary:* Teach English to adults, hold speaking clubs for groups of 3-12 students.

*Courses I teach:* General Conversational English, Business English, Interview Preparation, English for Travelling, Grammar Intensive Course, IELTS Preparation .

*My students’ levels:* Pre-Intermediate, Intermediate, Upper-Intermediate, Advanced.

**- HR Interviewer,**

ENGLEX Language School, Russia **(December 2019 – November 2020)**

[**https://englex.ru**](https://englex.ru)

*Position summary:* Interview prospective English teachers (all interviews are held in English), help the HR department

**- Copywriter (July 2016 – December 2018)**

*Articles and texts written by me in English and Russian can be seen on engblog.ru, englex,ru, kosmosky.ru*

**- Freelance Voiceover Actress (July 2017 – present day)**

Work for Kosmosky OOO (LLC) [**http://kosmosky.ru**](http://kosmosky.ru), Bryansk, their partners, and individually.

**- Translator/Interpreter to COO; Administrative Assistant (October 2020 – present day)**

[**https://www.gsdvs.com**](https://www.gsdvs.com)

Work with the company’s Chief Operational Officer, provide assistance to GSD portfolio companies and startups in terms of the GSD Labs project, perform personal translations, deal with pitch decks, create newsletter content, and more.

KEY SKILLS AND COMPETENCIES

Able to speak English, Ukrainian, and French fluently.

Have good communication and social skills.

Able to meet tight deadlines.

Highly motivated and results-oriented with the ability to plan ahead.

EDUCATION:

Bryansk State University, Russia (2008 – 2013)

MA in Foreign Languages

Major: French and English Philology

LANGUAGES I SPEAK:

Russian (native speaker), English (advanced), French (advanced), Ukrainian (proficiency), Spanish (basic).

REFERENCES:

Upon request