**ILONA MOSKALENKO**

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Highly organized detail-oriented ,educated translator/interpreter (Russian Uk ranian English Spanish) with over 10 years of experience in a translation ,interpretation,conversetional translation and assessments seeking a position to utilize personal skills and experience wiyh opportunity for growth and advancement.

Education: Zaporozhye State University

1996-2000 Diploma in English and Spain .Quilified as English interpreter.

Professional History:

2000-2001- Interpreter /translator plant “Iskra”

2001-2015 Full time Freelance (English,Spanish,Russian,Ukranian languages)

-Conference simultaneous interpreter,translator,specializing in medical,legal, it fields( website globalization,software localization);

- translated technical engineering papers for an engineering motor component manufacture

-translated marital certificates for privat investigation firm;

-translated commercial report on property market trends;

-team with two secretarial assistance tp provide conversation based translation and mediation services to non –speaking owners and employees;

- conducted English,Russian ,Spanish,Ukranian to /from translation of business documents and person conversations;

-translated medical documents about 3 million words;

-had translations in the expertises such as legal , oil exploitation, economy , business and chemistry , etc. around 2 million words ;

-managed daily classroom instruction in English, also aded as a Guidance Counselor to help students through various issues and career development inquires;

-provided personolized learning for students with substail individual teacher attention;

-editing /correction of English documents , on line help, web pages;

-implemented pre –made lessons plans ,helping students understand the concept using a variety of activities;

-accepted assignments of varying degrees of difficulty for local and international clients;

Computer skills: Dejavu,Excel,Mr.Office (Mr. Word,Mr. Publisher,Mr.Excel,Mr.Power Point) , In page 2.4 Corel Draw,Adope Illustrator,Adope Acrobat.

Trainings: 2003- Completed interpreting training seminars’’ Language'' in KIEV

2005- Completed interpreting training seminars ‘’ ЕВРОПЕЙСКИЙ ДОМ’’ in Kiev.

2007 - Completed interpreting training seminars “ ABC ” in KIEV.

2015 –Completed interpreting training seminars “ Tris ” in KIEV.

Membership:

Legal translation, Freelance Translation and Interpretation Solutions and Contracts Inc.,International Translation Company, Medtranslate –The International Conference for Medical Translators, RM Europe Interpreting and Translation Training Institute , On Interpreting,Translation Studies Federation,Translation scholars, Translations and Interpreters without borders,El arte de traducir,MA conference Interpreting.

Voluntee experience:

Translator : Visiting Nurse Association .

Ttanslated presentations for volunteers.

English teacher: Luteran church.

Participated in an ongoing project to help people of Spanish speakers stay connected with their culture.