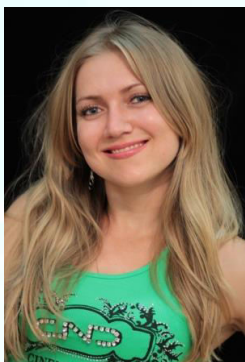




Natalia Gavrilova

**Professional Native English to Russian/Ukrainian Translation Specialist –
Business. Marketing. Legal**



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Profile : Professional Native-Speaking English to Russian/Ukrainian Translation Specialist **with 7+ years** of experience in **Business, Marketing and Legal Spheres. Education, linguistic skills and professional background** allow me to specialize in these areas and provide **high-quality translations**. My mission is to **break barriers** between countries and to help companies **boost** their **sales** in **Russian market**.

Business

Marketing

Law

Testimonials

«Natalia is a very responsible and reliable translator, working at a high professional level. Thanks to Natalia's services, we have entered into a successful contract with a Chinese company for the supply of products».

Sergey, Entrepreneur

« We used Natalia services to translate commercial documents. We are more than satisfied with her work. In the future we plan to use her services again».

Anatoly, private person

«We have been working with Natalia for more than 3 years. We are satisfied with our cooperation, as we always receive timely high quality translations and quick feedback. »

Lingvo Apostille Translation Bureau

(Full recommendations are available upon request)

Key achievements

- ✓ **Master's Degree** in Tourism, Economics and Law
- ✓ **7+ years** of experience
- ✓ **Russian and Ukrainian** native languages
- ✓ Working with complex formatting
- ✓ Over **3,000** projects translated
- ✓ Over **500** projects translated in **2016**
- ✓ Managed a group of **5** translators
- ✓ Translation of more than **2,500** words per day
- ✓ Quick response to a request (**within 1 hour**)
- ✓ Flexibility and ability to work **on holidays and weekends**
- ✓ Continuing Professional Development, attending webinars, conferences and lessons on translation
- ✓ Experience of work **in China** during one month (translation of the contract and related documentation + correspondence + interpretation services)

Work experience

Freelance translator

Business:

- ✓ Official correspondence
- ✓ Financial statements
- ✓ Activity reports
- ✓ Technical specifications

Legal:

- ✓ Sale and purchase agreements
- ✓ Lease agreements
- ✓ Annual reports of companies
- ✓ Statutes of enterprises

2009 - present

Over **3,000** successful projects

Marketing:

- ✓ Presentations
- ✓ Official information
- ✓ Press releases
- ✓ Market research

General:

- ✓ Certificates
- ✓ Diplomas
- ✓ Licenses
- ✓ Reports

Recent Projects

- ✓ **Partnership articles (10,000 words)**
- ✓ **Real estate purchase and sale agreement (12,000 words)**
- ✓ **Extract from the register (6,000 слов)**

Certificates



Translation Services Marketing course completion certificate

Translator, content manager *(Stocks: istockphoto, shutterstock etc.)*

- ✓ video files description
- ✓ photo description

2013 –present *(described more than 3000 files)*

- ✓ keywords selection
- ✓ translation of correspondence

Translator (translation agency, Au Pair company)

- ✓ translation of personal documentation
- ✓ correspondence and negotiations with foreign families

2008-2009

- ✓ preparation of documents for embassies
- ✓ translation of legal, economic and marketing texts
- ✓ preparing for an interview at the embassy

Education

Kyiv University of Tourism, Economics and Law *Tourism Industry Manager* 2003-2006

- ✓ Specialist Diploma in **Tourism, Management and Economics**
- ✓ **Practical training** in one of the best hotel resorts of Crimea
- ✓ In-depth study of the **English language** in speciality

Crimean College of Economics and Management

Guide-Interpreter, Hotel and Tourist Services Manager 2000-2003

- ✓ Associate's degree **with honors**
- ✓ **In-depth study** of English and French
- ✓ Communication with **native speakers**
- ✓ Participation in conferences, debates, competitions in **foreign languages**, English Language Olympiad winner
- ✓ **7-day** practice of communication with **American** family on the territory of tourist camp

Software used



Adobe Photoshop Adobe Acrobat



Microsoft Office Abbyy Finereader



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