

Yulia Zemlyakova

EN-RU/RU-EN Translator

PERSONAL DATA:

DOB: 03/11/1981

Belgorod, Russia

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LANGUAGES:

English Proficient

German Intermediate

Japanese Pre-Intermediate

EN-RU/ RU-EN TRANSLATOR

Responsible, highly organized and competent, able to cope with various tasks in short order, result-oriented, communicative and diplomatic. Possess analytical mind, high order of intelligence and a good sense of language.

High quality En-Ru/Ru-En written translation in time limit set.

EDUCATION:

1988-1998 Belgorod High School №12 with advanced English language study

1998-2003 Belgorod State University, Romano-Germanic Philology Faculty
Teacher of English and German Languages Qualification

CONTINUING PROFESSIONAL DEVELOPMENT:

2009 Qualification upgrading course by the program: "Documentation and HR management using PC"

2014 Training seminar by the program: "New and important in labor relationship"

2015 Training seminar by the program: "Personnel expenses optimization."

2015 Training seminar by the program: "Personnel management in 2015: legislative changes"

JOB EXPERIENCE:

2006 till present Office Secretary, HR Manager

OOO Byte (Limited Liability Company), Belgorod city

Duties: business negotiation and correspondence in Russian and English language; cooperation with international partners; translation of letters, contracts, agreements, commercial offers, articles, user manuals, company website English version development; HR management, document turnover arrangement, orders and labor contracts drafting, schedules and timesheets maintenance; office management, event and meeting planning, business travel support.

2014 till present En-Ru/Ru-En freelance translator

PUBLICATIONS:

www.business-art.com.ru

SUBJECT AREAS:

Business and Finance, Human Resources, Economics, Marketing, Advertising, Law, Information Technologies, Medicine, Education, Literature, Music, Sport, Culture.

KEY SKILLS AND COMPETENCES

- Fluent in English, oral and written
- Good knowledge of German language
- Able to speak Japanese language
- PC and office equipment advanced user
- Applied Programs:
 - o Microsoft Office (Word, Excel, Power Point, Outlook);
 - o ABBY FineReader, Adobe Acrobat;
 - o 1-C Enterprise tools:
 - 1-C Kamin Salary;
 - 1-C Sales Management (Russia);
 - o Wordfast, DeJaVu
 - o ABBY Lingvo, Multitran

INTERESTS AND HOBBIES:

Sports, travel, music, reading and watching films in English, picture embroidering, self-improvement.