

Valentina Efimova CV

Name VALENTINA EFIMOVA

Nationality Russian

Date of Birth 31 January 1990

Contacts

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Services

- Language Translation (EU>RU, RU>EN)
- Proofreading&Editing
- Subtitling&Transcribing
- Quality Check Linguistics
- Writing/Copy Writing
- SMM and Website Administration
- Web Development (css, html, JavaScript)
- Website Localization

Work Experience

June 2007 – Present FREELANCE TRANSLATOR/INTERPRETER, SUBTITLER, TRANSCRIBER, PROOFREADER and EDITOR. **Current projects:** Matinee Multilingual, L Translation Zone, SS Protelo Business Solutions

TOPICS: *Politics, Legal, Business, Marketing (online Marketing), Linguistics and Foreign Languages, Travel, Education, Family, Health, Leisure*

Translation and proofreading:

- Academic Papers
- News Reports and Articles
- Web Content
- Contracts
- Technical and Worker's Manuals
- Letters and email correspondence
- Business, Financial texts
- Questionnaires
- General texts

April 2014 - November 2014

The Swell TV - surf, watersports&entertainment project

- SMM and website administration
- English speaking customers' support
- Content management
- PR and Advertisement

July 2014 – January 2015 MANAGING EDITOR, PROOFREADER, TRANSLATOR/INTERPRETER, PERSONAL ASSISTANT and DOCUMENT CONTROLLER at *Geometria.ru*

- Website and social network content management.
- Planning, conducting, editing and reviewing translators' and journalists' work.
- Translating documentation and web content in English/Russian.
- Marketing and Social Relations: communicating with foreign partners, representing and promoting the Russian project and its products&services in Indonesia.
- Responsible for mail and correspondence delivery, documentation data base.
- Document filing. Participated in creation document filing system.
- Developed and co-created a quality management system for the site with all related procedures and guidelines to meet the requirements of the corporate controls and the associated standards. Ensured quality-related procedures and guidelines are in place, and applied within the Russian and English context.

October 2015 – Present Freelance WEB DEVELOPER and CONTENT EDITOR for a number of websites and online stores

Education

August 2006 - July 2012 Buryat State University, Department of Foreign Languages (Russia): Linguistics, literature and education (English, Chinese)

August 2012 - July 2014 Buryat State University, Economics and Management Department (Russia): Master's Degree in Public Administration

September 2008 - July 2009 Qiqihaer University (China): 1-year Advanced Courses of the Chinese Language

Software proficiency

Aegisub v.3.2.1

MS Office (Word, Excel, Power Point, etc.)

ABBYY Fine Reader

Adobe Acrobat

WinZip, WinRar

Thank you!