

TETIANA TKACHENKO

PERSONAL DETAILS

Place of residence:

Kyiv, Ukraine

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ProZ:

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LinkedIn:

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LANGUAGE PAIRS

English > Ukrainian

English > Russian

Ukrainian > English

Russian > English

German > Ukrainian

German > Russian

AREAS OF EXPERTISE

Business

Finance

Law

Medicine

(General, Clinical Studies)

Pharmaceutics

PC SKILLS

CAT tools:

Across, Déjà Vu, MateCat, memoQ, Memsource Editor, OmegaT, SDL Trados, Wordfast

QA tools: Verifika, Xbench

Microsoft Office tools:

Word, Excel, PowerPoint

Basic knowledge of programming/HTML/CSS

Can quickly learn new tools & software

TRANSLATOR (NATIVE IN RUSSIAN AND UKRAINIAN, PROFICIENT IN ENGLISH AND GERMAN)

PERSONAL SUMMARY

A professional translator with 10 years of experience and proven linguistic, organizational, research and self-education skills, reliable and easy to work with.

EDUCATION

2004–2009 Kyiv National Linguistic University,
Department of Translation and Interpreting
MA in Translation and Interpreting (English and German)

WORK EXPERIENCE

Freelance Translator November 2008 – Present
(working with both direct customers
and translation agencies based in Ukraine, EU and US)

Translation and editing/proofreading:

- ✓ **medical and pharmaceutical documents** (medical records, diagnostic findings, medical device manuals, clinical trial documents, GMP certificates, manufacturing and import authorizations, CPPs, SmPCs, PILs, PSURs, certificates of analysis, analytical procedures, etc.)
- ✓ **business and legal documents** (business letters, promotional materials, bid documents, financial statements, minutes, powers of attorney, agreements, contracts, memorandums, articles of association, etc.)
- ✓ **personal documents** (identity documents, certificates, diplomas, references, CVs, etc.)

Epoch of International Education LLC October 2012 – December 2015
In-House Translator

Translation and editing/proofreading: general texts, personal documents, business and legal documents, medical and pharmaceutical documents, etc.; certification (notarization) of translations.

End customers included several representative offices of global pharmaceutical groups, as well as a number of Ukrainian pharmaceutical, agricultural, and legal companies.

Kiev Translations Translation Agency October 2011 – June 2012
In-House Translator/Project Manager

- ✓ Translation and editing/proofreading: general texts, personal documents, business and legal documents, medical documents, etc.
- ✓ Administrative duties: taking orders from customers, organizing the translation process, managing paperwork and delivering completed and certified translations, cooperating with freelance translators.

Znatok Translation Agency/Foreign Language Centre August 2009 – October 2011
In-House Translator/Project Manager

- ✓ Translation and editing/proofreading: general texts, personal documents, business and legal documents, medical documents, etc.
- ✓ Administrative duties: taking orders from customers, organizing the translation process, managing paperwork and delivering completed and certified translations, cooperating with freelance translators.

REFERENCES

Available on request