

SNEZHANA CHAYKINA

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<http://www.proz.com/profile/657942>**WORKING PRINCIPLES**

Excellence is always in demand

Speed and reliability for mission-impossible projects

DATE OF BIRTH

JULY 21, 1978;

EDUCATIONKYIV STATE LINGUISTIC UNIVERSITY, FACULTY OF FOREIGN LANGUAGES,
1995-2000;**QUALIFICATIONS**

TRANSLATOR / INTERPRETER.

NATIVE LANGUAGES

RUSSIAN, UKRAINIAN.

SOURCE LANGUAGES

ENGLISH (translation, proofreading/editing, interpretation).

SERVICES

Translation, editing, proofreading, reviewing.

TURNAROUND

2,100-3,000 words a day regular; up to 5,000 words for rush jobs.

SPECIALIZATION AREAS

Marketing , technical, engineering, law/patents, industrial machinery, construction, radio-engineering, IT, printing machinery, chemistry, medicine & medical equipment, banking, business, contracts, legal, literary, localization, operation manuals (video, audio, VCR, cameras, mobile phones, etc.).

SOFTWARE

Windows XP, Trados Freelance 2007.

PREVIOUS EXPERIENCE

2002-till present

Freelance translator.

Over 50 clients from 25+ countries.

1998 – 2002

Senior Manager, ZIM Co. Il. , Odessa, Ukraine R&D shipping, marketing, business.

Translation, interpretation by request (industry-related conferences, communication, contracts, etc).

IN THE PAST FEW YEARS, FOCUSING MOSTLY ON**Oil & Gas**

- Sakhalin, Vankor, Caspian oil and gas deposit development projects.
 - Contracts, material and equipment specifications, land reclamation, design and development documentation, GOST, SNiP standards, mining, etc.

Marketing

- Marketing and advertising materials and marketing reports;
 - Types: reports, leaflets, catalogues, materials for exhibitions;
 - On: industrial equipment; office furniture; household equipment & consumer electronics;
 - Market reviews and industry reports;

IT

- Adobe products, e-shops, billing and communication applications, automotive diagnostic equipment, communications infrastructure, billing.

Technical & industrial

- Installation, operation, service and maintenance manuals for:
 - capsule filling machine, PET bottle production line, plastics manufacturing machine, UV dryers, sanding, profiling, honing, polishing, painting machines, packaging machines;

- Heating, ventilating, air conditioning system, solenoid valves and pumps, interfaces and probes
- Ozone generators, pumps, heat exchangers;

Business, Company Policies, etc

- Training materials, presentations, online training courses:
 - SAP, company profiles, various policies on accounting, delegation of authority, control, etc.;
 - Contracts, business proposals, economical analysis, feasibility studies, reviews;
 - Financial and auditing reports;

Medicine

- Patient event reporting facility, equipment manuals, reviews, care giving;

Manuals

- Thermometer readout manuals, LCD monitors & TV's, DVD players, refrigerators, video cameras; HP equipment translation, cell phones, Bluetooth, iPOD, MP3, wireless devices and accessories.