

Name: **Olga Zubkova**
Date of birth: **17 October 1986**
Domicile: **Khmelnyskyi (Ukraine)**

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Key information:

Areas of expertise:

- law; • banking; • economics; • marketing;
- legal; • general; • accounting; • financial.
- website localization; • software localization.

Language combinations and rates:

- English - Ukrainian: 0.05 USD per source word;
- English - Russian: 0.04 USD per source word;
- Russian - Ukrainian: 0.03 USD per source word.

CAT tools:

- Trados Studio; • Wordfast Studio;
- Memsource Cloud; • XTM Cloud.

Discounts:

- 0-74% match: 100% = 0.04 USD per source word;
- 75-84% match: 50% = 0.02 USD per source word;
- 85-99% match: 30% = 0.012 USD per source word;
- 100% match: 10% = 0.004 USD per source word.

Certificates:

June 2018. **American Council on the Teaching of Foreign Languages Writing Proficiency Test.**

<https://www.languagetesting.com/pub/media/customer/certificate/6862/2433157-certificate.pdf>

May 2018. **American Council on the Teaching of Foreign Languages Reading Proficiency Test.**

<https://www.languagetesting.com/pub/media/customer/certificate/6862/2425661-certificate.pdf>

April 2016. **Proz Certified PRO Network.**

https://sslcdn.proz.com/certificates/pro/pro_certificate_1576018.jpg

Feedback:

<https://www.proz.com/feedback-card/1576018>

<https://www.translatorscafe.com/cafe/member247069.htm>

<https://www.linkedin.com/in/olga-zubkova-8575aa166/>

Work experience:

November 2012 – present. **Distant freelance translator.** ProZ; TranslatorsCafe; LinkedIn.

- Legal: lease agreements, franchise agreements, copyright transfer agreements, employment contracts.
- Financial: collateral statements, powers of attorney to receive inventory holdings, tax returns.
- Banking: account opening agreements, deposit and loan agreements, legal entities service agreements.
- Accounting: income statements, annual financial statements, legal entities balance sheets.
- Law: state registration certificates, employment instructions, resolutions, orders, regulations.
- Economics: economic research articles, bidding documents, franchise and leasing agreements.
- Marketing: marketing content on the tour operator's website, goods labels, advertising slogans.
- General: birth certificates, passports, driver's licenses, certificates, diplomas, marriage certificates.
- Website localization for Ukrainian and Russian speaking audiences (content, controls, Meta tags).
- Software localization: guides and manuals for kitchen and household appliances, audio and video technics, computer and mobile devices using Android, Mac, Linux, Microsoft software.

September 2009 – November 2012. **Full-time manager for foreign economic affairs.** SPC «TRANSMASH».

- Assistance in obtaining International Service & Product Quality Certificates.
- Performance of consecutive interpretation during business negotiations.
- Presentation of products during international fairs and translation of accompanying export documents.
- Interpretation at official meetings with the company's foreign business partners and engineering managers.

May 2008 – September 2009. **Part-time translator.** SPC «TRANSMASH».

- Translation of legal and economic documents (agreements, tax statements, certificates, task cards).
- Translation of routine e-mail correspondence (business offers, e-mail letters).
- Translation of technical data sheets and stock-lists, as well as equipment and devices manuals.

December 2003 – May 2008. **Student. Bachelor's degree.** Luhansk Taras Shevchenko National University.

- Cooperated with local translation agency to get a hands-on experience and be able to pay for my education.