

Ksenia Alekseeva

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Website: <https://inrussian.eu/>

PROFILE

- Native speaker of Russian based in Prague, Czech Republic.
- Master degree in linguistics, translation and interpreting. Diploma with honors. Recognition of academic qualifications at the Charles University in Prague.
- Good knowledge of IT, marketing, and technical terminology.
- Experience of work in Trados Studio, Phrase, MemoQ, and Wordfast.
- 10+ years of translation experience.
- Trade certificate in translation field in the Czech Republic.

LANGUAGE PAIRS

- English ↔ Russian
- Czech, Slovak → Russian
- German → Russian

SPECIALIZATIONS

- **Business and corporate:** business correspondence, data sheets, internal policies, corporate governance, coaching materials, presentations, certification and standardization.
- **Marketing and IT, UI:** user interface localization and website translation, product leaflets, training materials.
- **Technology:** installation, operation, service, and maintenance manuals for hydraulic equipment, automatic machinery/devices.

IT RESOURCES

- Windows XP
- MS Office 2007 Professional Edition
- Word, Excel, PowerPoint, Outlook, Access, Publisher
- Trados Studio, Phrase, MemoQ, and Wordfast

EDUCATION

Univerzita Karlova, Prague, Czech Republic

(February, 2012 – May, 2013)

Czech B2 Certificate

Karls-Eberhardt Universität, Tübingen, Germany

Philological Faculty (October, 2009 – March, 2010)

Erasmus Mundus scholarship (semester abroad) German as a foreign language

Omsk State University, Omsk, Russia

Faculty of Foreign Languages (September, 2004 – July, 2009)

Master's degree in linguistics, translation/interpretation

EMPLOYMENT HISTORY

TransPerfect Translations

Prague, Czech Republic

Translation companies based in the Czech Republic, Germany, and Slovakia

Self-employed technical and marketing translator

April, 2013 – at present

Translated.net

Prague, Czech Republic

Self-employed technical and marketing translator and editor

August, 2016 – March, 2022

Production and Engineering Company Mostovik Ltd. (OOO NPO Mostovik)

Omsk, Russia

In-house translator/Interpreter, Administrative Assistant

April, 2010 – September, 2011

Sun Interbrew (Anheuser-Busch InBev)

Omsk, Russia

In-house administrative Assistant, Translator/Interpreter

July, 2009 – September, 2009

Description:

Translation, MTPE, and proofreading of business, technical, and marketing texts (EN-RU, CS-RU, SK-RU, DE-RU).

Major clients

Automotive brands (Porsche, Škoda Auto)
Home appliances (Electrolux, AEG)
Fashion and luxury brands (Swarovski, Prada, Dolce and Gabbana, Max Mara)
Accommodation and lodging brands (LUX Hotels Group, Peninsula Hotels, Marriott)

Description:

Translation, proofreading, and MTPE for Google AdWords campaigns (EN-RU, CS-RU, DE-RU). Work under pressure with tight deadlines.

Creation and editing of content for travel website www.inostranno.ru about tourism in the Czech Republic and Europe in Russian language.

Major clients:

Booking.com, Airbnb, fashion brands (Longchamp, Prada), MSC Cruises, Hennessy, and others.

Description:

Translation of business correspondence (technical, business, legal documents EN-RU, DE-RU) and interpreting at meetings, conference calls, and construction sites. Editing texts of other employees and proofreading.

Major translation projects:

Bobsleigh and Luge Track, Hockey Arena in Sochi; Bridge to Russky Island in Vladivostok; Underground system construction in Omsk.

Description:

Translation of business correspondence and interpreting at weekly conference calls of Plant Manager with head office in Belgium; at meetings; plant site (EN-RU, DE-RU).