

# Oleksandr Dobrovolskyy, Freelance Translator

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## PROFILE

Highly skilled and experienced Translator with a strong background in translating documents in English, Polish, Russian and Ukrainian. Bringing forth an excellent command of these languages, and a track record of impeccable proofreading, editing and translating. Completed a Bachelor's degree in applied linguistics. Other essential and mandatory skills of mine are attention to details and skills to deal with highly sensitive documents and materials, and therefore to responsibly protect clients' data.

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## EMPLOYMENT HISTORY

- Nov 2017 - Present **Freelance Translator, Self Employed** Wrocław
- Successfully completed several freelance Web Design jobs with a strong customer satisfaction rate.
  - Provided translation services in a variety of settings.
  - Finished each job with accuracy and timeliness.
  - Brought forth the ability to verbally translate written materials.
- Aug 2007 – Nov 2015 **Call Center Team Leader, Vodafone Ukraine** Lviv
- Monitored the performance of sales team members and worked to increase team morale and motivation.
  - Maintained call center database by collecting and recording information.
  - Continually worked to enhance call center's reputation by providing quality and timely service.
- Dec 2006 – Aug 2007 **Call Center Representative, Vodafone Ukraine** Lviv
- Provided customers with top of the line service by working on an "on call" basis for emergencies and repairs.
  - Answered all customer queries to the best of my ability.
  - Greeted all customers with a smile and enthusiasm.
  - Remained flexible, adaptable, and committed to success.
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## EDUCATION

- Sep 2000 – Dec 2006 **Applied Linguistics, Lviv Polytechnic National University**
- Relevant Coursework:** Advanced Linguistics, Translation and Interpreting for Business, Translation of idioms and fixed expressions.
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## SKILLS

Ability to Multitask	Expert	CAT tools	Expert
Computer Skills	Expert	MS Office	Expert
Ability to Work in a Team	Expert	Editing and Proofreading	Expert

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## SKILLS

Ukrainian	Native	English	Highly Proficient C2
Russian	Native	Polish	Highly Proficient C2