

# Ekaterina Tarasova

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Russian Translator ■ [katya.tarasova@gmail.com](mailto:katya.tarasova@gmail.com) ■ (375) 29 778 4665 ■ Skype: katya.tarasova

## Objective:

**Freelance English to Russian** translation services for companies and translation agencies using 18 years of successful in-house and self-employment experience in translation work, a Master's degree in linguistics and medical training.

## Profile:

**Russian, Rational, Reliable Translator** with a Master's degree in linguistics, a practical nurse certificate, a successful 18-year track record of in-house work, and a profitable family business in translation and interpreting.

**Excellent computer skills** proven by Microsoft Office Specialist certificate, and professional CAT tools (TRADOS, Transit)

**Good literary style** and scrupulous adherence to the original text developed through translation of books of various genres from fairytales to popular-scientific and educational literature.

**Flexible and customer-oriented** – demonstrated ability to easily transcend cultural and time zone differences complete with all necessary equipment for distance work including 24-hour broadband Internet access backed by a dial-up connection.

**Excellent team-building skills** proven by ability to assemble teams of highly qualified professionals for big projects delivering successful collaboration with world market leaders, such as ABB, Cisco Systems, GE, Microsoft and Samsung.

## Skills summary:

- Translation
- Proofreading/Editing
- SEO

## Areas of expertise:

- Medicine
- Law
- IT/Software
- Business/Marketing

## Languages:

- Russian
- Belarusian
- English

## Employment history:

3-R TRANSLATIONS family business – Minsk, Belarus  
**Co-owner/Translator**, 2005 to present

CFN-BELARUS, affiliate of CFN-school in Dallas, Texas, U.S.A.  
**Head Interpreter/Translator**, 1998-2005

EC TACIS Consortium of Price Waterhouse / Bank Academy for a bank training/consulting project in Belarus, 1991-1998  
**Interpreter/Translator**

## Education:

MINSK STATE LINGUISTIC UNIVERSITY – Minsk, Belarus  
Master's degree in Linguistics (1986-1991)

MEDICAL TRAINING SCHOOL – Minsk, Belarus

Qualification – practical nurse (1984-1986)

CHRIST FOR THE NATIONS BIBLE COLLEGE –Dallas, Texas  
1-year leadership course (1999-2000)

### **Computer skills:**

- Microsoft Office (Microsoft Office Specialist Certificate)
- CAT Tools (TRADOS, Transit)
- Photoshop

### **Recent Translation Projects:**

#### **Medicine**

- VRI-xv System User's Reference Manual, Software Revision 4.xx
- Model 3150-B  
Cardiac Trigger Monitor – Operation Manual
- Fluorostar 7900 Mobile Digital C-Arm Operator Manual
- Infinia II + Hawkeye 4 Imaging System – Installation Manual, Software Package Contents, User's Guide, Service Documentation, Customer Information Sheet
- Xeleris™ 2 Processing & Review Workstation, Software Versions 2.0557 and 2.151 (over 300,000 words)
- ROI Comparative Analysis Protocol  
Xeleris™ Functional Imaging P&R Systems  
Operator Guide
- Clinical research study of the safety and effectiveness of an investigational drug for overactive bladder (OAB)
- Research Subject Information and Consent Form for Pharmacogenetic Tests

#### **IT/Software Localization**

- Localization of Kofax Express (document scan application) and translation of Help files
- Help files for Microsoft Visual Studio 2008 (Orcas)
- Help files for Microsoft System Center Configuration Manager 2007
- Localization of HP UCMDB 8.0
- Translation guidelines for Microsoft Windows Vista™ Support Training

#### **Law**

- Facilities Management Agreements
- Sale and Purchase Agreements
- Shareholders Agreements
- Rental Agreements

#### **Business/Marketing**

- PepsiCo Food Safety Policies
- Hyatt Corporation – Microsite
- Reinventing Entertainment (Cisco Media Solutions Group Cisco Systems, Inc.)
- Micro Markets (Cisco Media Solutions Group Cisco Systems, Inc.)
- Samsung Notebook Sales Guide

#### **Tech/Engineering**

- MC860 MFP – Operation Guide
- Viking Mag Drive Pumps – Technical Service Manual
- Alpha Armoring – Armored Vehicles Technical Description
- Biodiesel Technologies – Methyl Ester Production Machine + Feedstock Oil Requirements

#### **Transcription and translation**

- Inhumanity – a presentation of Day of Discovery by Billy Strachan, a four part series (Auschwitz, The Fortress Gate of Heroes (Brest Fortress), Khatyn, The Warsaw Ghetto)