
Svetlana Podkolzina MA (Hons.)

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Translation / Editing / Subtitling
Russian, English, German and Portuguese languages

EDUCATION

- 2007 – 2011 University of Westminster (London, UK), Universidade Nova de Lisboa (Lisbon, Portugal) - Portuguese language, level C1
- 1998-2003 Samara State University (Samara, Russia), MA, philological faculty, “English and German language and literature”, honours degree

TRANSLATION AND LOCALISATION PROJECTS

Freelance translator since 2003, over 2,000,000 words translated

Areas of specialization and recent projects

- IT/Telecom** localisation of ERP systems and translation of related documentation (SAP R/3, NetWeaver, Hyperion, Kvasy, FLEXCUBE), websites, product specification, e-commerce (Digital River)
Recent project: 15,000 words of a UPS product specification
- Business** financial statements, balance sheets, prospectuses, presentations, tenders, FOREX, online financial tools (Reuters Wealth Manager), standards
Recent project: 50,000 words of a standardization company website
- Engineering** user manuals, service descriptions, equipment maintenance documentation, drawings
Recent project: 30,000 words of a welding machine manual
- Law** contracts, letters of attorney, charters, statutes, trade register statements, apostille, personal documents
Recent project: 10,000 words of a corporate charter
- Marketing** e-mail campaigns, press releases, surveys, white papers, internal communication, case studies
Recent project: 5,000 words of a market research survey
- Travel** Hotel descriptions, brochures, websites, guidebooks
Ongoing project: 45,000 words of hotel descriptions per month

IN-HOUSE TRANSLATION

- 03.2007 – 05.2007 **Goldman Sachs (Moscow office)** translator of investment banking documentation
- 11.2003 – 12.2004 **Neotech translation company (Moscow), senior in-house translator - IT projects**
- Translating and proofreading the software documentation from/into English and German
 - Localizing the leading European company's software from German
 - Managing a team of 5 translators
 - Maintaining translation memories and glossaries
- 05.2003 – 11.2003 **Janus translation company (Moscow), in-house translator - IT projects**
- Translating and proofreading the software documentation from/into English and German
 - Localizing the leading European company's software from German

PROJECT MANAGEMENT EXPERIENCE

Neotech translation company (Moscow)
RR Donnelley (London)

- Managing financial and IT translations for a variety of blue-chip companies
- Communicating with customers and vendors on a daily basis
- Budgeting the costs of projects
- Maintaining translation memories and glossaries
- Editing, proofreading, quality control and administrative duties

SKILLS

Languages Russian (**native**), English, German, Portuguese
Software MS Office, CAT tools (Trados, Wordfast, Catalyst, XTM)