

Anatoliy Kozak

Ivano-Frankivsk, Ukraine



Email: anatoliykozak@gmail.com

Phone: +38 097 939 65 60

[LinkedIn profile](#)

[SmartCAT profile](#)

Skype: tolikkozak87

Professional Profile

Multi-skilled translator with **over 10 years** of progressive experience translating between **English and Russian/Ukrainian and vice versa in legal, economic, technical and IT areas**. Possess proven ability to organize, prioritize and multi-task. Able to work accurately under pressurized conditions and to tight deadlines. Excellent communication and interpersonal skills. Proficient user of **CAT-tools (TRADOS, MemoQ, Memsource Cloud, SmartCAT)**, computer literacy and good typing skills. Constant online presence (Skype and email).

Work Experience

2007- Present

Freelance translator/proofreader in several translation agencies: [ABBY Language services](#), [Effectiff](#), [Avanta Translating](#), [Littera](#), [TLS](#), [Aspect Ukraine](#), [Yepanoff](#), [KLS](#) etc.

Pro Translate team member: <http://protranslate.com.ua>

Last major projects:

- 1) Cersanit Ukraine – legal documentation (20 000 words);
- 2) RosNeft - technical specifications (25 000 words);
- 3) Yamal - technical specifications (43 000 words);
- 4) SberBank – regulatory documents (50 000 words);
- 5) UIA – agreements for Ukrainian International Airlines PSC (300 000 words).

2014-Present

Translator, Interpreter at [SMM OSCE](#).

Main duties:

- interpretation services (English-Russian/Ukrainian-English) at meetings and interviews (local authorities and officials, NGO representatives, police officers, IDPs);
- written translations of various documents (reports, news articles, charters, regulations);
- research and assistance in gathering information for particular cases;
- provided media monitoring regarding local news and events.

June-July 2013

Interpreter and translator at [International media agency “European Times”](#)

Main duties:

- interpreting at the interviews with CEO of the major companies in Ivano-Frankivsk region;
- translation of summary reports and other documents;
- organization and coordination of meetings.

2011-2012

Proofreader (full time) at [Effectiff translation agency](#)

Main duties:

- proofreading of translated documents and projects;
- organization of translators joint work under large-scale Web-page content writing;
- proofreading of 86 400 symbols per day.

2010

Translator/Interpreter and Project assistant for [Swedish Export Corporation \(SEK\) Advisory services](#) involved in the project “Ivano-Frankivsk Creditworthiness Enhancement Program (CEP)” on behalf of the European Bank for Reconstruction and Development (EBRD):

- translation of legal, financial and technical documentation;
- interpreting on meetings between SEK and City council representatives;
- project assisting in gathering information, organization and coordination of meetings with senior representatives etc.

2006-2009

Personal translator/interpreter at [Ivano-Frankivsk National Technical University of oil and gas](#)

Main duties:

- translation of the technical documents, scientific and research works while working with foreign students at the department of machine building and development of oil and gas fields of the Ivano-Frankivsk National Technical University of oil and gas.

Education

2004-2009: Master’s degree in the field of **technical translation, teacher of English language.**
[Ivano-Frankivsk National Technical University of oil and gas.](#)