

TETIANA TKACHENKO

CONTACT INFORMATION

M: +380 50 702 16 06

E: tkachenko.tetiana@gmail.com

ProZ:

<http://www.proz.com/profile/1033708>

LinkedIn:

<https://www.linkedin.com/in/tetiana-tkachenko>

LANGUAGE PAIRS

English < > Ukrainian

English < > Russian

German > Ukrainian

German > Russian

AREAS OF EXPERTISE

Pharmaceutics

Medicine

(General, Clinical Trials)

Law

Business

PC SKILLS

CAT tools:

Across, memoQ, Phrase,

Trados Studio, Wordfast

QA tools: Verifika, Xbench

OCR tools:

ABBYY FineReader,

ReadIris Pro

Microsoft Office tools:

Word, Excel, PowerPoint

Basic knowledge of
programming/HTML/CSS

Can quickly learn new tools
& software

REFERENCES

<https://www.proz.com/feedback-card/1033708>

TRANSLATOR (NATIVE IN UKRAINIAN AND RUSSIAN, PROFICIENT IN ENGLISH AND GERMAN)

PERSONAL SUMMARY

Master's degree in Translation (EN, DE < > RU, UK), working since 2008, specializing in medical, pharmaceutical, legal and business translations. ProZ.com Certified PRO.

EDUCATION

2004–2009 Kyiv National Linguistic University,
Department of Translation and Interpreting
MA in Translation and Interpreting (English and German)

Continuing professional development by reading industry-specific literature and taking courses in my areas of expertise on platforms such as Coursera, edX, Prometheus, etc. (certificates and statements of accomplishment available upon request)

WORK EXPERIENCE

Freelance Translator **November 2008 – Present**
(working with both direct customers
and translation agencies based in Ukraine, EU and US;
end clients include major pharmaceutical companies,
medical device manufacturers, and government agencies)

Translation and editing/proofreading:

- ✓ **medical and pharmaceutical documents:**
 - clinical trial materials (CRFs, clinical study protocols, clinical study reports, CTAs, investigator CVs, drug labels, IRB/IEC opinions, IBs, patient diaries, patient information sheets and informed consent forms, patient questionnaires, PROs, recruitment materials, RA approvals);
 - pharmaceutical industry documents (analytical procedures, CoAs, CPPs, DMFs, GMP certificates, MIAs, PILs, PSURs, RA correspondence, SMPs, SOPs, validation reports);
 - medical device manuals (diagnostic and surgical tools, laboratory equipment);
 - medical records (case records, diagnostic findings, hospitalization summaries, medical certificates);
 - public health materials (brochures, flyers, guides, leaflets, posters).
- ✓ **business and legal documents** (agreements, contracts, articles of association, minutes of shareholders' meetings, affidavits, powers of attorney, memorandums, statutes, court papers, business letters, bid documents, financial statements, company policies, promotional materials, etc.)
- ✓ **personal documents** (IDs, certificates, diplomas, references, CVs, etc.)

Epoch of International Education LLC **October 2012 – December 2015**
In-House Translator

- ✓ Translation and editing/proofreading: medical and pharmaceutical documents, business and legal documents, personal documents, general texts, etc.; certification (notarization) of translations.

End customers included several representative offices of global pharmaceutical groups, as well as a number of Ukrainian pharmaceutical, agricultural, and legal companies.

Kiev Translations Translation Agency **October 2011 – June 2012**
In-House Translator/Project Manager

Znatok Translation Agency/Foreign Language Centre **August 2009 – October 2011**
In-House Translator/Project Manager

- ✓ Translation and editing/proofreading: general texts, personal documents, business and legal documents, medical documents, etc.
- ✓ Administrative duties: taking orders from customers, organizing the translation process, managing paperwork and delivering completed and certified translations, cooperating with freelance translators.