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| |  | | --- | |  | | |  | | --- | |  | |  | |  | | | Milena Matish | | |  | | | ENGLISH AND TURKISH TRANSLATOR | | |  | | | | |
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| |  |  |  | | --- | --- | --- | | C:\Users\Ravi\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Group 1.png | +1(438)779-0799 | | |  |  | | | C:\Users\Ravi\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Group 3.png | mila\_ua@hotmail.com | | |  |  | | | C:\Users\Ravi\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Group 2.png | Montreal, QB, Canada | | |  | | | |  | | | |  | |  | |  | | | | Skills | | | |  | | | | Fluent in English, Turkish, Ukrainian , Russian Languages | | | |  | | | |  | | | | Proficient in Microsoft Office Suite and Translation/Interpretation software | | | |  | | | |  | | | | Excellent verbal and written communication skills | | | |  | | | |  | | | | Strong cultural knowledge and sensitivity | | | |  | | | |  | | | | Ability to work under pressure and within tight deadlines | | | |  | | | |  | | | | Excellent attention to detail | | | |  | | | |  | | | |  | |  | |  | | | | Languages | | | |  | | | | English | | | |  | | | |  | | | | Turkish | | | |  | | | |  | | | | Ukrainian | | | |  | | | |  | | | | Russian | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | | |  |  | | --- | --- | |  |  | | About Me | | |  | | | I have extensive experience as a translator and interpreter, having worked for retail, software, construction, and language education companies. My fluency in multiple languages, attention to detail, and cultural sensitivity have enabled me to effectively facilitate communication and understanding between diverse groups. I have also pursued continuing education in translation and interpretation, staying up-to-date with industry developments and best practices. | | |  | | |  | | | Work Experience | | |  | | | Freelance Translator and Interpreter  UpWork/Freelancer.com/Indeed /Fiverr, Sep 2022 – Present  Worked on various projects on UpWork, Freelancer.com, and other freelance platforms. Have extensive experience translating and interpreting between English, Turkish, Ukrainian, and Russian languages. Specialize in various niches, including legal, medical, technical, and marketing content. Have a proven track record of delivering high-quality work within tight deadlines, and committed to providing excellent customer service to my clients. My portfolio includes a variety of projects, such as translating legal documents, interpreting business meetings, and localizing marketing materials. Top of Form  English Second Language Teacher and Corporate Trainer | | | World International English / Taizhou, Zhejiang Province, China/Feb 2017 - Aug 2022 | | |  | | | Taught English as a second language (ESL) to non-native speakers of all ages and proficiency levels.  Designed and delivered lessons that catered to the students' individual needs and learning styles.  Conducted assessments and provided feedback on students' progress and performance.  Assisted with curriculum development and program evaluation. | | |  | | |  | | | Customer Service and System Development Manager | | | COLIN'S Ukraine / Kyiv/Mar 2014 - Feb 2017 | | |  | | | Interpreted for Turkish and English speakers in a retail setting such as stores and distribution centers, conferences and meetings.  Provided cultural mediation and assistance to non-English speaking customers.  Translated documents such as customer feedback, product descriptions, and promotional materials.  Maintained customer confidentiality and adhered to company policies.  Provided coaching, training and supervision of implementation of company's customer service standards  Coordinated work between Turkish and Ukrainian head offices  Developed policies and procedures for internal processes in the company and provided training according to the company's standards in Turkish, English and Ukrainian languages. | | |  | | |  | | | Assistant to CEO | | | COLIN'S / Kyiv/Apr 2012 - Apr 2014 | | |  | | | Worked as a personal interpreter and translator to the CEO  Completed a broad variety of administrative tasks that facilitate the CEO’s ability to effectively lead the  organization, including: assisting with special projects; designing and producing complex documents, reports,  and presentations in Turkish and English; collecting and preparing information for meetings with staff and outside parties; composing  and preparing correspondence;  Coordinated all Executive Team meetings and assisted with staff meetings and events as needed. | | |  | | |  | | | Assistant to CEO | | | Airties Distribution Ukraine / Kyiv/Nov 2011 - May 2012 | | |  | | | Translated technical documents such as user manuals, software documentation, and system requirements from Turkish and English to Ukrainian.  Coordinated with developers, product managers, and quality assurance teams to ensure the accuracy and completeness of translations.  Participated in localization projects to adapt software to local language and cultural requirements. | | |  | | |  | | | Personal Assistant and Translator to CEO | | | Mekosan Ukraine / Kyiv/Sep 2010 - Nov 2011 | | |  | | | Interpreted for Turkish, English and Ukrainian speakers in a construction setting such as job sites and project meetings.  Translated documents such as safety manuals, construction drawings, and project specifications.  Collaborated with architects, engineers, and contractors to ensure effective communication and understanding. | | |  | | |  | | | Education | | |  | | | Master of Arts | | | Kyiv National Linguistic University / Kyiv / 2012 | | |  | | | Master's Degree in Translation and Interpretation (English-Turkish)  During my studies, I developed a strong foundation in the theories and methodologies of translation and interpretation, with a focus on English and Turkish languages. I gained extensive knowledge in linguistics, cultural studies, and specialized translation areas such as legal, medical, and technical translation.  In addition to my degree, I have also pursued continuing education in translation and interpretation, including attending workshops and seminars on specialized translation areas and keeping up-to-date with industry developments and best practices. | | |  | | |  | | |  | | |  | | | | |