



Julia Filiponenko



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WORK EXPERIENCE

DEPUTY HEAD OF FOREIGN LANGUAGES SUPPORT DEPARTMENT SIMCORD LLC (IT) | 2020.12 - 2022.02

- Managing the translator team
- Distributing tasks and scheduling their execution
- Quality control of the translations performed by staff and freelance translators
- Developing concepts for large-scale translation projects, including calculation of the costs, estimation of the terms and resources
- Developing translation project improvements
- Accounting the working time of the department translators
- Accounting and systematizing completed translations within the company's document management system
- Preparing department documentation and reports

TRANSLATOR/EDITOR - FRENCH, ENGLISH, RUSSIAN, UKRAINIAN SIMCORD LLC (IT) | 2019.09 - 2020.12

- Translating content of the company's web resources, regulatory, technical and legal documentation, scientific, sociopolitical, economic and other special texts
- Editing third party translations
- Proofreading translations
- Working on the unification of terms, development of a glossary, improvement of terms and definitions on the subject of translation

ACCOUNT MANAGER

UKRAINIAN INTERNATIONAL EDUCATION COUNCIL LLC | 2017 - 2018

- Provided consultancy services to foreign applicants and educational agents on admission to Ukrainian higher education establishments
- Composed and processed conditional offer letters for candidates, containing the terms of cooperation with the company and admission to the desired university
- Translated educational and legal documents from/into French and English
- Guided foreign applicants from filling in the application form to settling in a dormitory and meeting the university administration
- Received and processed documents and payments from candidates
- Provided foreign students with information support during their studies in Ukraine

SENIOR ADMINISTRATOR

GÜNSEL GROUP | 2016 - 2017

- Managed the administrator team
- Interviewed candidates and trained new administrators
- Organized transportation logistics in Kharkiv region
- Accepted, issued and processed money transfers
- Performed and controlled mail, parcels and cargo loading and unloading
- Conducted primary investigations of non-delivered mail, parcels and cargo cases
- Processed customer's requests and complaints

ADMINISTRATOR

GÜNSEL GROUP | 2013 - 2016

- Received and issued mail, parcels and cargo
- Handled phone calls and in-person customer relations
- Prepared financial and other daily and monthly accounting and inventory reports
- Maintained the functioning of the office

Having several years of experience in translations, project and team management, I am looking now for new opportunities to put my skills and knowledge into use. Even though I was forced to leave my home country and successful carrier, I am more than ready to face new challenges and further the good name and work of your company, to contribute to its prosperity.

EDUCATION

V.N. Karazin Kharkiv National University
2018 | Master of the French Language and Literature and Translation, MA
2016 | Bachelor of Philology, Teacher of the French Language, BA

LANGUAGE SKILLS

- French - C1
- English - C1
- Ukrainian - native
- Russian - native

EXPERTISE

- Translation
- Project Management
- Team Management
- Microsoft Office, G-Suite
- Great adaptability
- Autonomy