

RESUME



Name: Oxana Gherghel

Native Russian-Ukrainian speaker

PhD in Management, Thesis and papers are in English

M.A in Economics, Management

Over 7 years of translating experience

Skilled translator in Russian, Ukrainian and English. Excellent communication and interpersonal skills, hence able to work in a team as well as on own initiative. Always searching for new professional challenges and able to quickly acquire new expertise. Reliable, self-motivated and flexible, with an eye for detail and a high priority to meet deadlines.

CONTACTS

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EDUCATION

2005 - Babes-Bolyai University, Cluj-Napoca, Romania **PhD in Management**,

2001 - 2002 **Kiev National University of Economics**, Kiev, Ukraine, specialty in
“Economics of Enterprises”, **MA in “Production Management”**

1998 – 2002 – Navadvip School of Improving **Gymnastics, Master’s degree.**
(medicine and sport courses, general medicine, anatomy courses)

1996 – 2001 Kiev National University of Economics, Kiev, Ukraine, specialty in
“Economics of Enterprises”, **BA in Economic of Enterprises, Lecturer**

AMONG THE PROJECTS

- translating operation manuals for Critical Care Beds for **PROSCAN**, USA
- translating articles, brochures, leaflets on nutrition, health care, physical education for **LIFE FORCE Institute**;
- translating, editing and proofreading Education Manuals, books and international media articles on world politics and health care for “**NOVA HVYLIA**”, Kiev, Ukraine;
- translating user manuals for wireless technologies, **IVT**, USA
- translating technical documentation (industrial state standards) for different translation agencies;
- translating manuals for production of **ATMA Ltd, VIVAT Ltd and NESTLE** Ukraine,
- financial, marketing and banking research translations for **Bentel Sistems** Romania, **ATMA Ltd**, Ukraine;

- translation of marketing researches and questionnaires for beverages, Melbourne, Australia
- editing and proofreading marketing researches and user's manuals for "IUMO ORION" Holding, Moldova;
- translating and proofreading documentation on military equipment, **St.-Petersburg, Russia;**
- translating into Russian 3 volumes of "History of Vedic culture" for **Garuda Publishing Group**, St-Petersburg, Russia,
- and others....

SPECIALIZATION

Economics (Management, Marketing, Advertising)

Medicine (general, nutrition, sport)

Home and office appliances

Oil industry

HARDWARE EQUIPMENT

IBM PC, Windows XP Pro, 3000 Kb/s Internet connection
Can handle every text and graphic file format.

SOFTWARE PACKAGE USED

Cat Tools: TRADOS 2007, SDLX

MS Office 2003

Subtitle Workshop

Sony Vegas 6.0

Cool Edit Pro

Acrobat Reader 6.0

Adobe Illustrator 10.0

Adobe Photoshop CS2

Corel Draw 12

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