

Curriculum Vitae

Personal information

Surname(s) / First name(s) MCKENZIE, Anna
Address Chester, United Kingdom
Nationality Ukrainian
Date of birth 1981
Gender Female

Occupational field **Freelance translator and interpreter**

Work experience

For the past 10 years (the earlier history can be viewed at www.anna-translations.com)

Dates 2002 – until now

Occupation or position held Freelance Translator and Interpreter

Main activities and responsibilities Translation of a wide range of documents (technical, medical, financial, legal and commercial material (manuals, prescriptions, contracts, reports, articles of association, laws, court orders, etc.)

Name and address of employer Self-employed

Type of business or sector Translation and localization

Dates 2014

Occupation or position held Freelance Translator

Main activities and responsibilities
1) Translation of documents, interpreting for social services and hospitals
2) Interpreting for NHS

Name and address of employer 1) M4 Translations, Manchester Town Hall, UK 2) Language Empire, Altrincham, UK

Type of business or sector Translation agencies

Dates Jan 2013

Occupation or position held Translator/Interpreter

Main activities and responsibilities Interpreting in a heart surgery intensive care unit when during ICHF volunteer missions devoted to saving children's lives in Kharkov. Translating the Kharkov ICHF page, as well as various articles, videos, TV interviews and correspondence related to ICHF activities.

Name and address of employer International Children's Heart Foundation, Memphis, TN

Type of business or sector Non-Profit Organization

Dates Sep 2010-Apr 2012

Occupation or position held Translator/Interpreter/Personal Assistant

Main activities and responsibilities Interpreting at meetings and workshops, translating IT manuals, presentations, and conference notes for Oracle software implementation project. Assisting PM with schedule, business expenses, contracts, certificates, acts of acceptance etc. Compiling a project glossary.

Name and address of employer Intesa San Paolo Group, PRAVEX Bank, Kiev

Type of business or sector An international banking group

Dates Sep 2004-June 2009

Occupation or position held Freelance and Contract Translator/Interpreter

Main activities and responsibilities Cooperating with various Moscow translation agencies, providing interpreting/translating services for Fluor Oil and Gas project (one year contract), RUSAL (Russian Aluminium – frequent travelling to aluminium smelters in Siberia for two years), occasional jobs for American Clinic, construction sites, exhibitions, business negotiations, teleconferences, workshops.

Name and address of employer Master Word Services Inc, FLG, Stil, Contrast (all of them based or having branches in Moscow)

Type of business or sector Translation agencies

Education and training

Dates 2014

Title of qualification awarded Open Awards Unit Certificate in Community Interpreting Level 3

Principal subjects/occupational skills covered Interpreting for the UK voluntary and statutory organisations with regard to equal opportunities, community needs and the Interpreters' Code of Practice.

Name and type of organisation providing education and training Stockport Ethnic Diversity Service, Interpreting Unit

Dates 2002

Title of qualification awarded Master degree in Teaching (with honours a.k.a cum laude)

Principal subjects/occupational skills covered Teaching English and Chinese
Thesis title: *'Linguistic issues: Aphorisms vs. Paradoxes'*

Name and type of organisation providing education and training Teacher Training University, Kharkov, Ukraine

Dates 2000

Title of qualification awarded A Language Exchange Student's diploma in Mandarin Chinese Level 2 (out of 4 pre-University levels)

Principal subjects/occupational skills covered Reading Chinese newspapers, writing modern characters, speaking and listening in the environment for a year, participating in the University social life.

Name and type of organisation providing education and training Beijing Normal University, Peking, China

Personal skills and competences

Mother tongue(s) **Russian and Ukrainian**

Other language(s)

Self-assessment

European level (*)

English

Italian

Chinese

French

Understanding		Speaking		Writing
Listening	Reading	Spoken interaction	Spoken production	
C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user	C2 Proficient user
C1 Proficient user	C1 Proficient user	B2 Independent user	B1 Independent user	B1 Independent user
B2 Independent user	B1 Independent user	B1 Independent user	B1 Independent user	A2 Basic user
B2 Independent user	B2 Independent user	B1 Independent user	B1 Independent user	B1 Independent user

(*) *Common European Framework of Reference for Languages*

Computer skills and competences Basic knowledge of Microsoft Office Suite.

CAT knowledge SDL Trados, Transit, X-Bench

Other skills and competences Many years' translation experience. Vast term banks accumulated. Exhaustive terminological research undertaken to ensure accuracy. Close attention to punctuation and spelling. Eye for detail and reliability. Meeting deadlines and complying with the Code of Practice.

Additional information Waiting for the June DPSI results, going to take written unites in November 2014.

Annexes Copy of University diploma (certified translation), copy of Certificate in Community Interpreting

Date and signature 11 Sep 2014

		A1	A2	B1	B2	C1	C2
U N D E R S T A N D I N G	Listening	I can understand familiar words and very basic phrases concerning myself, my family and immediate concrete surroundings when people speak slowly and clearly.	I can understand phrases and the highest frequency vocabulary related to areas of most immediate personal relevance (e.g. very basic personal and family information, shopping, local area, employment). I can catch the main point in short, clear, simple messages and announcements.	I can understand the main points of clear standard speech on familiar matters regularly encountered in work, school, leisure, etc. I can understand the main point of many radio or TV programmes on current affairs or topics of personal or professional interest when the delivery is relatively slow and clear.	I can understand extended speech and lectures and follow even complex lines of argument provided the topic is reasonably familiar. I can understand most TV news and current affairs programmes. I can understand the majority of films in standard dialect.	I can understand extended speech even when it is not clearly structured and when relationships are only implied and not signalled explicitly. I can understand television programmes and films without too much effort.	I have no difficulty in understanding any kind of spoken language, whether live or broadcast, even when delivered at fast native speed, provided. I have some time to get familiar with the accent.
	Reading	I can understand familiar names, words and very simple sentences, for example on notices and posters or in catalogues.	I can read very short, simple texts. I can find specific, predictable information in simple everyday material such as advertisements, prospectuses, menus and timetables and I can understand short simple personal letters.	I can understand texts that consist mainly of high frequency everyday or job-related language. I can understand the description of events, feelings and wishes in personal letters.	I can read articles and reports concerned with contemporary problems in which the writers adopt particular attitudes or viewpoints. I can understand contemporary literary prose.	I can understand long and complex factual and literary texts, appreciating distinctions of style. I can understand specialised articles and longer technical instructions, even when they do not relate to my field.	I can read with ease virtually all forms of the written language, including abstract, structurally or linguistically complex texts such as manuals, specialised articles and literary works.
S P E A K I N G	Spoken Interaction	I can interact in a simple way provided the other person is prepared to repeat or rephrase things at a slower rate of speech and help me formulate what I'm trying to say. I can ask and answer simple questions in areas of immediate need or on very familiar topics.	I can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar topics and activities. I can handle very short social exchanges, even though I can't usually understand enough to keep the conversation going myself.	I can deal with most situations likely to arise whilst travelling in an area where the language is spoken. I can enter unprepared into conversation on topics that are familiar, of personal interest or pertinent to everyday life (e.g. family, hobbies, work, travel and current events).	I can interact with a degree of fluency and spontaneity that makes regular interaction with native speakers quite possible. I can take an active part in discussion in familiar contexts, accounting for and sustaining my views.	I can express myself fluently and spontaneously without much obvious searching for expressions. I can use language flexibly and effectively for social and professional purposes. I can formulate ideas and opinions with precision and relate my contribution skilfully to those of other speakers.	I can take part effortlessly in any conversation or discussion and have a good familiarity with idiomatic expressions and colloquialisms. I can express myself fluently and convey finer shades of meaning precisely. If I do have a problem I can backtrack and restructure around the difficulty so smoothly that other people are hardly aware of it.
	Spoken Production	I can use simple phrases and sentences to describe where I live and people I know.	I can use a series of phrases and sentences to describe in simple terms my family and other people, living conditions, my educational background and my present or most recent job.	I can connect phrases in a simple way in order to describe experiences and events, my dreams, hopes and ambitions. I can briefly give reasons and explanations for opinions and plans. I can narrate a story or relate the plot of a book or film and describe my reactions.	I can present clear, detailed descriptions on a wide range of subjects related to my field of interest. I can explain a viewpoint on a topical issue giving the advantages and disadvantages of various options.	I can present clear, detailed descriptions of complex subjects integrating sub-themes, developing particular points and rounding off with an appropriate conclusion.	I can present a clear, smoothly-flowing description or argument in a style appropriate to the context and with an effective logical structure which helps the recipient to notice and remember significant points.
W R I T I N G	Writing	I can write a short, simple postcard, for example sending holiday greetings. I can fill in forms with personal details, for example entering my name, nationality and address on a hotel registration form.	I can write short, simple notes and messages. I can write a very simple personal letter, for example thanking someone for something.	I can write simple connected text on topics which are familiar or of personal interest. I can write personal letters describing experiences and impressions.	I can write clear, detailed text on a wide range of subjects related to my interests. I can write an essay or report, passing on information or giving reasons in support of or against a particular point of view. I can write letters highlighting the personal significance of events and experiences.	I can express myself in clear, well-structured text, expressing points of view at some length. I can write about complex subjects in a letter, an essay or a report, underlining what I consider to be the salient issues. I can select a style appropriate to the reader in mind.	I can write clear, smoothly-flowing text in an appropriate style. I can write complex letters, reports or articles which present a case with an effective logical structure which helps the recipient to notice and remember significant points. I can write summaries and reviews of professional or literary works.