Natalia Provotorova
Translator/interpreter (Italian-Russian, English-Russian, Russian-Italian, English-Italian)

Via Filippo Masci 40
66100 Chieti
Italy

Home: 0871-346957
Cell: 338 3972848
Fax: 085-7999360
e-mail: nataprov@mail.ru
Skype: lisa-nataly
ICQ: 28824465

WORK EXPERIENCE: over 10 years.
<u>Work languages</u>: Italian (active), Russian (active, mothertongue), English (active).
<u>Specialization</u>: private and business documentation, legal documentation (certificates, diploma, contracts), medical/pharmacological translations (PILs, articles), Internet sites.

Lead time (average):
15000 characters (10 pages nearly) a day, it depends on difficulty of translating text. Typing speed - 220/300 char./min.
Translation rates: €/target word 0,05-0,10.
Min. invoice rate – € 12,00.
Interpreting rates: € 130,00 (1/2 day, 4 hours), € 220,00 (full day, 8 hours), over 8 hours - €/HR 30,00 for every further hour (till the 11th).
Min. invoice rate – € 60,00.
Indicated rates are free of taxes due by law.

WORK EXPERIENCE
<u>Translations</u>: I offered services of translation since 1998 (translation and re-writing medical and general articles for publishing house; translations for companies and privates (technical and legal documentation, private and business correspondence, document needed of legalization (diploma, birth/death certificates, etc.), various articles (medicine, tourism, political), websites (tourism), legal and financial documents (contracts, acts, invoices, ecc.).
<u>Interpreting</u>: since 2004 I accompany Russian tourists in Italy, region Abruzzo (shopping, tourism); swear translations.
<u>Teaching</u>: since 2010 I teach Russian and Italian language (individual and in small groups), since 2011 I lecture the technique of technical translation (language pair: Russian-Italian).
On request I can send you the list of my principal clients in the last years.

Edilstrade Pescara Srl – via E. Piaggio, 21 Chieti Scalo
<u>Logistic manager</u> **September 2004 – to this day**
- Coordinating of group of trucks work (that grew from 4 to 15 units during my coordination), contacts with clients and suppliers, researching new clients, all this activities tripled turnover of the company from 2004 to 2006.

<u>Invoicing operator</u> **June 2004 – to this day**
- Organization and coordinating invoicing department (from 0 to 4 units).

<u>Secretary</u> **June 2004 – September 2004**
- Organization archives, contacts with clients and suppliers, letter drafting.

Vemac S.p.A. – via Prati, 67 Pescara
<u>Secretary-switchboard operator</u> **November 2003 – May 2004**
- Contacts with clients, switchboard operator, document activating.

Publishing house "Province XXI" – Moscow (Russia)
<u>English-Russian translator / Internet site supporter</u> **April 1999 – September 1999**
- Articles translation and re-writing from English into Russian, internal Internet site supporting.

<u>PC operator / Data entry</u> **December 1998 – September 1999**
- Texts typing, researching information in Internet.

Newspaper "Blitz" – Moscow (Russia)
<u>Assistant editor</u> **March 1998 – July 1998**
- Coordinating of editorial office work, articles and photography choosing, proof-reading.

<u>Page maker, proof-reader</u> **December 1997 – March 1998**
- Page making, proof-reading, photography choosing.

EDUCATION
Translator/interpreter Diploma (108/110), got in 2010 at SSIT of Pescara (Italy).
CPA diploma cum lode, got in 1997 at the Economical-Industrial Technical School of Moscow (Russia).

WORK MEANS
PC, printer (laser), fax, scanner, necessary for translation dictionaries in electronic and paper format (general, technical, medical, financial), advanced user of Internet.
SO: Windows until Seven version (advanced user).
Advanced user of following programs: MS Word 2003, Excel 2003, WinRar, WinZip, WordPad, Adobe Photoshop CS5, Adobe Illustrator, Adobe Reader, OpenOffice.org 3.2, WordFast 4.22 t22, Internet Explorer, Skype.

PROFESSIONAL UPDATING
I am constantly learning by reading professional literature and taking part in translator forums.