

## JELENA BOGDANE

Email: [Bogdan3@libero.it](mailto:Bogdan3@libero.it), [info@traduzioni-italiano-russo.com](mailto:info@traduzioni-italiano-russo.com) ► Phone: +371 26542890 (WhatsApp)

Web site: <http://www.traduzioni-italiano-russo.com> <http://www.traduzioni-russo-lettone.it>

Location: Latvia; Time Zone: Europe/Riga (EET/CET-1)

**Translation, Editing, Proofreading, Copywriting ► Executive/Customer Support  
Web Marketing incl. Website Localization/SEO/SEM**

**Italian ↔ Russian (mother tongue) ↔ Latvian ↔ English**

**Profile:** I am a professional sworn translator/localizer with **17+ years of experience** and **HTML5/SEO** knowledge specialized in **website translation/localization**. Some of my **translation works** have been **officially published**, and I have a wide base of **satisfied clients** that use my translation and proofreading expertise on a regular basis.

**Services offered:** translation, proofreading/editing, MTPE, language consultancy, transcreation and copy-editing, LQA, glossary and style guide creation.

### Key skills

- Multilingual; Russian: native speaker, Italian/Latvian/English: full professional proficiency; German: basic;
- **Professional sworn translator** with a proven track record; numerous **published translation works**;
- Good knowledge of Russian culture and mentality; in-depth knowledge of the Russian grammar, stylistics and punctuation;
- Experience with **XTRF Translation Management System**, Memsources Cloud, **TranslationProjex**;
- CAT tools: **Phrase/Memsources** (v.22.32), memoQ (v.9.10.17); Matecat (v.1.0.6); Trados (2019);
- Advanced IT skills, incl: **HTML5**, JavaScript, **CSS3**; SEO basics;
- Extensive experience in **website translation/localization/optimization**;
- A regular contributor (translation quality evaluation) to Google Translate
- **Google Ads Display/Google Shopping Ads** certified professional

### Career highlights

*please see the **Portfolio below** for more information*

- ✓ **Translation /interpretation /proofreading/editing/creative writing (17+ years); main specialisms:**
  - **E-commerce**; website translation/localization;
  - **Tourism/travel/hospitality**: digests, brochures, publicity materials; websites; restaurants' menus;
  - **Fashion/luxury brands**: leaflets, brochures, descriptions, website content;
  - ✓ *Other specialisms*: **real estate**; legal/law; **marketing/product placement**; mechanical engineering; **home/interior design**; **dentistry**; heating/conditioning; wine courses; manufacturing & distribution.
  - ✓ **Web marketing (4+ years)**, incl.:
    - Website translation/localization/optimization/promotion for search engines (Google, Yandex);
    - Co-creation and managing of **PPC campaigns** (Yandex Direct, Google AdWords);
    - Managing online promotional campaigns/online ads.
  - ✓ **Administrative/Secretarial/Executive /Customer support (9+ years)**, incl.
    - Agenda management & general office administration; handling business correspondence and phone calls'
    - Organization of business travels and participation in business events incl. travel arrangements

### Education

- English language and literature, Latvian State University;
- Web design (advanced private lessons);
- Tour guide courses (certificate of the Latvian travel agency IMMA); ✓ Italian language, private courses.

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	Client	Dates	Project/details
<i>Below are listed the biggest projects I worked on; certain projects cannot be mentioned at all because of the Confidentiality and Nondisclosure Agreements/obligations</i>			
1	BOUTIQUE HOTEL VILLA SOSTAGA, Italy/Lake Garda <a href="http://www.villasistaga.it">www.villasistaga.it</a>	2017 -present (ongoing)	<b>Language combination: ITA &gt; RUS, ENG &gt; RUS; Sector: Hospitality/Hotels/Restaurants</b> <ul style="list-style-type: none"> <li>• Translation of the hotel's/restaurant's website + restaurant's menu <b>from Italian into Russian</b>;</li> <li>• Optimization of the content/Meta tags of the Russian version;</li> <li>• <b>Regular update</b> of the Russian version of the website's content/of the menu of the Ristorante Sostaga</li> </ul>
2	MAKA LANGUAGE CONSULTING Language training, Translation, Interpreting, Legal Services; Italy <a href="http://www.makaitalia.com">www.makaitalia.com</a>	2019-2022, August - November (ongoing)	<b>Language combination: ENG &gt; RUS; Sector: Clothing/Fashion /Luxury brands</b> <ul style="list-style-type: none"> <li>• Translation from English into Russian of product descriptions for the e-commerce website of client in the haute couture/luxury tailoring fashion field</li> </ul> <p><i><b>NDA; For references/detailed information about the project please contact Sara Spatola, Language Services Manager for Maka Language Consulting: (+39) 02 45546061, maka@makaitalia.com</b></i></p>
3	Attached - Language Intelligence The Hague/Toronto; provider of language services and solutions <a href="https://attachedglobal.com/en/">https://attachedglobal.com/en/</a>	February 2021- present (November 2022)	<b>Language combination: ENG &gt; RUS; Sector: Tourism/Leisure</b> <ul style="list-style-type: none"> <li>• Translation of website content about services provided by airline companies;</li> <li>• Revision of translated website content about services provided by airline companies.</li> </ul>
4	SIA IS KLINIKA/ Dr.Solomatin Eye Center, Latvia <a href="http://www.acucentrs.lv/en/">www.acucentrs.lv/en/</a>	2019	<b>Language combination: LV &gt; RUS; Sector: Medical/Generic</b> <ul style="list-style-type: none"> <li>• Translation of the "Informed consent for cataract surgery" from Latvian into Russian;</li> <li>• Proofreading of the ENG &gt; LV translation of the "Informed consent for cataract surgery"</li> </ul>
5	Giovanni Bottigelli S.p.a., Italy <a href="http://www.bottigelli.com">www.bottigelli.com</a> Production of PVC sheets	2018	<b>Language combination: ITA &gt; RUS; Sector: Technical/Generic</b> <ul style="list-style-type: none"> <li>• Translation of the company's website's content (<a href="http://www.bottigelli.com">www.bottigelli.com</a>) from Italian into Russian</li> <li>• Localization of the Russian version of the website</li> </ul>
6	Research Partnership London <a href="http://www.researchpartnership.com">www.researchpartnership.com</a>	Mar 2019 - Present	<b>Freelance Analyst/Translator/Proofreader, Research Partnership London</b>
7	POMELIA HOLIDAY HOMES, Italy (Case Vacanze Pomelia) <a href="http://www.casavacanzapomelia.it">www.casavacanzapomelia.it</a>	<u>2010</u> <u>-2017</u>  Long term collaboration	<b>Language combination: ITA &gt; RUS; Sector: Tourism/Hospitality/Holiday Homes</b> <ul style="list-style-type: none"> <li>• Translation/localization/optimization of the company website's content from Italian into Russian;</li> <li>• Registration of the Russian version of the website in online catalogues/tourism portals; co-creation/monitoring of <b>Google AdWords</b> and <b>Yandex Direct PPC campaigns</b></li> </ul> <p><i><b>Achievement:</b> The Russian version on the company's website (<a href="http://www.holidaysicily.ru">www.holidaysicily.ru</a>) has reached/remains in <b>top positions in Google.ru and Yandex.ru</b> search results for the chosen search queries, with the increasing number of company's clients /guests from Russian-speaking countries. <i>The letter of recommendation can be provided on request.</i></i></p>
8	MAKA LANGUAGE CONSULTING		<ul style="list-style-type: none"> <li>• <b>Language combination: ITA &gt; RUS; Sector: Clothing/Fashion /Luxury brands</b></li> </ul>

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	Language training, Translation, Interpreting, Legal Services; Italy <a href="http://www.makaitalia.com">www.makaitalia.com</a>	<b>2018</b>	<ul style="list-style-type: none"> <li>• Translation from Italian into Russian of product descriptions for the e-commerce website of client in the haute couture/luxury tailoring fashion field</li> </ul> <p><i><b>NDA; For references/detailed information about the project please contact Sara Spatola, Language Services Manager for Maka Language Consulting: (+39) 02 45546061, maka@makaitalia.com</b></i></p>
<b>9</b>	<b>ITALIAN TRADE COMMISSION/ Italian Institute for Foreign Trade</b> ( <a href="http://www.italtrade.com">www.italtrade.com</a> )	<b>2002-2013</b>  Long term collaboration	<p><b>Language combinations: ITA/ENG &lt;&gt; RUS/LV; Sector: Commerce/Trade/Business</b></p> <ul style="list-style-type: none"> <li>• Interpreting during the “Merano Wine Festival” event in Riga; ITA &lt;&gt; LV, RUS</li> <li>• Interpreting during promotional events/“trade missions” of Italian companies in Latvia; ITA&lt;&gt;LV, RUS</li> <li>• Written translation of contracts and legal documents: contracts/agreements, certificates,</li> </ul> <p><i>* In 2013 Italian Trade Commission <b>ceased its activity in Latvia</b>. The letter of recommendation can be provided on request.</i></p>
<b>10</b>	<b>IMER di Noce Mario Raffaele/E-Agle group</b> , Italy; <b>Web solutions</b> <a href="http://www.e-agle.it">www.e-agle.it</a> <a href="http://www.imersassari.it">www.imersassari.it</a>	<b>2006- 2011</b>	<p><b>Language combinations: ITA/ENG &gt; RUS; Sectors: Tourism/Travel/Fashion</b></p> <p>The website of Teresa Tardia (designer fashion): <a href="http://www.tardia.it">www.tardia.it</a></p> <ul style="list-style-type: none"> <li>• The website of Heresis (designer fashion), <a href="http://www.heresis.it">www.heresis.it</a></li> </ul>
<b>11</b>	<b>MAKA LANGUAGE CONSULTING</b> Language training, Translation, Interpreting, Legal Services; Italy <a href="http://www.makaitalia.com">www.makaitalia.com</a>	<b>2016</b>	<ul style="list-style-type: none"> <li>• <b>Language combination: ITA &gt; RUS; Sector: Clothing/Fashion /Luxury brands</b></li> <li>• Translation from Italian into Russian of product descriptions for the e-commerce website of client in the haute couture/luxury tailoring fashion field</li> </ul> <p><i><b>NDA; For references/detailed information about the project please contact Sara Spatola, Language Services Manager for Maka Language Consulting: (+39) 02 45546061, maka@makaitalia.com</b></i></p>
<b>12</b>	<b>FATTORIA PALAZZETA</b> (Italy); Holiday house in Tuscany <a href="http://www.fattoriapalazzeta.com">www.fattoriapalazzeta.com</a>	<b>2015</b>	<p><b>Language combination: ITA &gt; RUS; Sector: Tourism/Hospitality/Holiday Homes</b></p> <ul style="list-style-type: none"> <li>• Translation of the website’s <a href="http://www.fattoriapalazzeta.com/">www.fattoriapalazzeta.com/</a> content from Italian into Russian;ocalization of the Russian version</li> </ul>
<b>13</b>	<b>SEA B&amp;B</b> Holiday rentals <a href="http://chriscos2003.wix.com/palmiturismo">chriscos2003.wix.com/palmiturismo</a>	<b>2013</b>	<p><b>Language combination: ITA &gt; RUS; Sector: Tourism/Travel/Holiday villages</b></p> <ul style="list-style-type: none"> <li>• Translation of the website’s content from Italian into Russian;</li> <li>• Translation of publicity materials (leaflets, brochures).</li> </ul>
<b>14</b>	<b>HOTEL POSTA MOLTRASIO</b> , Italy <a href="http://www.hotel-posta.it">www.hotel-posta.it</a> Tourism & Leisure	<b>2011- 2014</b>	<p><b>Language combination: ITA &gt; RUS; Sector: Hospitality/Hotels</b></p> <ul style="list-style-type: none"> <li>• Translation of the hotel website’s content from Italian into Russian;</li> <li>• Localization of the Russian version;</li> <li>• Regular translation and updating of the English and Russian versions of the <b>restaurant’s menu</b>.</li> </ul>
<b>15</b>	<b>HOLIDAY HOUSE “L’ozio in collina”</b> , Tuscany; <a href="http://www.ozioincollina.com">www.ozioincollina.com</a>	<b>2011</b>	<p><b>Language combination: ITA &gt; ENG; Sector: Tourism/Hospitality/Holiday Homes</b></p> <ul style="list-style-type: none"> <li>• Translation of the website’s content from Italian into English</li> </ul>
<b>16</b>	<b>SWISS ESTATE</b> , Switzerland <a href="http://www.swisstete.ch">www.swisstete.ch</a> Real estate; legal services	<b>2011</b>	<p><b>Language combination: RUS &gt; ITA; Sector: Finance/Investment</b></p> <p>Translation of the website’s content from Russian into Italian</p>
<b>17</b>	<b>VIP DRIVER</b> di Andrea Gullo,	<b>2010</b>	<b>Language combination: ITA &gt; RUS; Sector: Tourism</b>

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	Italy <a href="http://www.vipdriver.it">www.vipdriver.it</a>		Translation of the website's content from Italian into Russian.
18	TAXI SERVICE LIGNANO, Italy <a href="http://www.taxiservicelignano.it">www.taxiservicelignano.it</a>	2010	<b>Language combination: ITA &gt; RUS; Sector: Tourism</b> <ul style="list-style-type: none"> <li>• Translation of the website's content from Italian into Russian;</li> <li>• Selection of key words/key phrases (Meta tags, main page) for search engines.</li> </ul>
19	Vicarello di Volterra, Italy <a href="http://vicarellodivolterra.co.uk">vicarellodivolterra.co.uk</a> Luxury private residences	2010	<b>Language combination: ITA &gt; RUS; Sector: Architecture/Construction</b> Translation of the company's publicity brochure from Italian into Russian.
20	ABILITY TOP TRANSLATIONS <a href="http://www.localization-translation.com">www.localization-translation.com</a>	2008	<b>Language combination: ENG &gt; RUS; Sector: Restaurants/Cooking</b> <ul style="list-style-type: none"> <li>• Translation of the website's "Good Tastes of Tuscany" (culinary courses; wine courses/tourism) <a href="http://www.tuscany-cooking-class.com">www.tuscany-cooking-class.com</a> content from English into Russian;</li> <li>• Localization of the Russian version</li> </ul>
21	AGENZIA SERVIZI ESTERI DI MARGHERITA AVIGNI, Italy <a href="http://www.avigni.it">www.avigni.it</a>	2006	<b>Language combination: LV &gt; ITA; Sector: Legal/Law</b> Translation of numerous documents regarding real estate purchase transaction in Latvia by an Italian citizen
22	Ristorante Alex, Italy <a href="http://www.ristorantealex.com">www.ristorantealex.com</a>	2005	<b>Language combination: ITA &gt; RUS; Sector: Cooking/Culinary</b> Translation of the restaurant's menu from Italian into Russian
23	SEVERSTALLAT, multinational JSC, Riga, Latvia <a href="http://www.severstallat.eu">www.severstallat.eu</a> Production and export of the wide range of carbon steel products	<u>2001-2003</u>  Long term collaboration	<b>Translation/interpreting; language combinations: ITA/ENG &lt; &gt; RUS</b> <ul style="list-style-type: none"> <li>• Interpreting: numerous negotiations and business meetings with the Italian company of IRON s.r.l. (<a href="http://www.iron.it">www.iron.it</a>) regarding the purchase of machinery and equipment for coil and steel metal working);</li> <li>• Interpreting during the installation, commissioning and start-up of the coil slitting line by the IRON S.r.l.;</li> <li>• Interpreting during the training of Severstallat operators of the coil slitting line;</li> <li>• Written translation of the business correspondence, contracts, financial and technical documentation.</li> </ul> <b><i>The letter of recommendation can be provided on request.</i></b>
24	Translation agency AM 1 <a href="http://www.tulko.lv">www.tulko.lv</a>	1999-2001	<b>Language combination: ENG/LV &gt; RUS; Sector: Generic/Travel/Tourism</b> Translation of the tourist guidebook/catalogue LATVIA TRAVEL GUIDE (155 pages in total) from English and Latvian into Russian. Materials of the travel guide include detailed descriptions of geographical, historical, architectural, cultural and other aspects of different Latvian regions and cities. <i>Translated texts did not require any proof-reading/corrections before being published. Letter of recommendation can be provided on request.</i>
25	SORAINEN (Latvia, Estonia and Lithuania); <a href="http://www.sorainen.com">www.sorainen.com</a> Leading regional business law firm	2000	<b>Language combination: ENG &gt; RUS; Sector: Legal/Law</b> Translation from English into Russian and Latvian of the "Baltic legal update" (the latest changes in the legislation of three Baltic countries). <i>The translation was officially published on the company's website.</i>