

JELENA BOGDANE

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Web site: <http://www.traduzioni-italiano-russo.com> <http://jelena.2itb.com> <http://www.traduzioni-russo-lettone.it>

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

Italian ↔ Russian ↔ Latvian ↔ English

Profile: I'm a professional sworn translator/ localizer with **16+ years of experience** and **HTML5/ SEO** knowledge specialized in **website translation/ localization**, and 9+ years of experience in Administrative, Executive and **Customer support** roles. 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

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;
- Advanced IT skills, incl: **HTML5**, JavaScript, **CSS3**; SEO basics; Google docs, Google Drive, Gmail, Slack; SDL Trados; MemSource Cloud;
- Extensive experience in **website translation/ localization/ optimization**;
- Certified **Google Ads Fundamentals/ Google Shopping Ads** professional;
- 9+ years of experience in various Administrative/ Executive/ **Customer Support** roles.

Career highlights

(see the Portfolio below for more information)

- ✓ **Translation / interpretation / proofreading/ copywriting/ editing (16+ years); main specialisms:**
 - Law, legal & business: **contracts**, powers of attorney, financial documents, marketing outputs, etc.
 - **Tourism/ travel/ hospitality**: digests, brochures, publicity materials; websites; restaurants' menus;
 - **Fashion/ luxury brands**: leaflets, brochures, descriptions, website content;
 - ✓ *Other specialisms*: real estate; 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, Rambler, 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; managing and following up orders
 - Organization of business travels and participation in business events incl. travel arrangements, transfer & hotel booking, logistic support of conferences/ trade fairs/ exhibitions, interpretation, etc.

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.
- ✓ Hobbies: travelling, reading, learning new languages (Japanese at present), online/offline poker.

PORTFOLIO OF TRANSLATIONS BY JELENA BOGDANE

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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>			
Translation / Interpretation / Web Marketing/ SEO/ SEM			
1	BOUTIQUE HOTEL VILLA SOSTAGA , Italy/ Lake Garda www.VILLASOSTAGA.it	2017 -present (ongoing)	<p>Language combination: ITA > RUS, ENG > RUS; Sector: Hospitality/ Hotels/ Restaurants</p> <ul style="list-style-type: none"> • Translation of the hotel's/ restaurant's website + restaurant's menu from Italian into Russian; • Optimization of the content/ Meta tags of the Russian version; • Regular update of the Russian version of the website's content • Regular update of the Russian version of the menu of the Ristorante Sostaga
2	MAKA LANGUAGE CONSULTING Language training, Translation, Interpreting, Legal Services; Italy www.makaitalia.com	2019-2020, August-August	<p>Language combination: ENG > RUS; Sector: Clothing/ Fashion / Luxury brands</p> <ul style="list-style-type: none"> • Translation from English into Russian of product descriptions for the e-commerce website of client in the haute couture/ luxury tailoring fashion field <p>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</p>
3	SIA IS KLINIKA/ Dr.Solomatin Eye Center, Latvia www.acucentrs.lv/en/	2019	<p>Language combination: LV > RUS; Sector: Medical/ Generic</p> <ul style="list-style-type: none"> • Translation of the "Informed consent for cataract surgery" from Latvian into Russian • Proofreading of the ENG > LV translation of the "Informed consent for cataract surgery"
4	Giovanni Bottigelli S.p.a., Italy www.bottigelli.com Production of PVC sheets, PVC tablecloths /home accessories	2018	<p>Language combination: ITA > RUS; Sector: Technical/ Generic</p> <ul style="list-style-type: none"> • Translation of the company's website's content (www.bottigelli.com) from Italian into Russian • Localization of the Russian version of the website
5	POMELIA HOLIDAY HOMES, Italy (Case Vacanze Pomelia) www.casavacanzapomelia.it	2010 -2017	<p>Language combination: ITA > RUS; Sector: Tourism/ Hospitality/ Holiday Homes</p> <ul style="list-style-type: none"> • Translation/ localization/ optimization of the company website's content from Italian into Russian; • Registration of the Russian version of the website in online catalogues/ tourism portals; • Co-creation/ monitoring of several Google AdWords and Yandex Direct PPC campaigns <p>Achievement: The Russian version on the company's website (www.holidaysicily.ru) has reached/ remains in top positions in Google.ru and Yandex.ru search results for the chosen search queries, with the increasing number of company's clients / guests from Russian-speaking countries. The letter of recommendation can be provided on request.</p>
6	MAKA LANGUAGE CONSULTING Language training, Translation, Interpreting, Legal Services; Italy www.makaitalia.com	2018	<p>Language combination: ITA > RUS; Sector: Clothing/ Fashion / Luxury brands</p> <ul style="list-style-type: none"> • Translation from Italian into Russian of product descriptions for the e-commerce website of client in the haute couture/ luxury tailoring fashion field <p>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</p>
7	ITALIAN TRADE COMMISSION/ Italian Institute for Foreign Trade (www.italtrade.com)	2002-2013 Long term collaboration	<p>Language combinations: ITA/ ENG > RUS/ LV; Sector: Commerce/ Trade/ Business</p> <ul style="list-style-type: none"> • Interpreting during the "Merano Wine Festival" event in Riga; ITA <> LV, RUS • Interpreting during promotional events/ "trade missions" of Italian companies in Latvia; ITA<>LV, RUS • Written translation of contracts and legal documents: contracts/ agreements, certificates, <p>* In 2013 Italian Trade Commission <u>ceased its activity in Latvia</u>. The letter of recommendation can be provided on request.</p>

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8	IMER di Noce Mario Raffaele/ E-Agle group, Italy Web solutions www.e-agle.it www.imersassari.it	2006- 2011	Language combinations: ITA/ ENG > RUS; Sectors: Tourism/ Travel/ Fashion The website of Teresa Tardia (designer fashion): www.tardia.it • The website of Heresis (designer fashion), www.heresis.it
9	MAKA LANGUAGE CONSULTING Language training, Translation, Interpreting, Legal Services; Italy www.makaitalia.com	2016	• Language combination: ITA > RUS; Sector: Clothing/ Fashion / Luxury brands • Translation from Italian into Russian of product descriptions for the e-commerce website of client in the haute couture/ luxury tailoring fashion field 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
10	FATTORIA PALAZZETA (Italy); Holiday house in Tuscany www.fattoriapalazzeta.com	2015	Language combination: ITA > RUS; Sector: Tourism/ Hospitality/ Holiday Homes • Translation of the website's www.fattoriapalazzeta.com/ content from Italian into Russian; • Localization of the Russian version
11	SEA B&B Holiday rentals in Calabria, Italy chriscos2003.wix.com/palmiturismo	2013	Language combination: ITA > RUS; Sector: Tourism/ Travel/ Holiday villages • Translation of the website's content from Italian into Russian; • Translation of publicity materials (leaflets, brochures).
12	CAMPITELLO SKI & SNOWBOARD SCHOOL www.scuolascicampitello.it	2012	Language combination: ITA > RUS; Sector: Tourism/ Hospitality/ Holiday Homes Translation of the website's content from Italian into Russian.
13	HOTEL POSTA MOLTRASIO, Italy www.hotel-posta.it Tourism & Leisure	2011- 2014	Language combination: ITA > RUS; Sector: Hospitality/ Hotels • Translation of the hotel website's content from Italian into Russian; • Localization of the Russian version; • Regular translation and updating of the English and Russian versions of the restaurant's menu.
14	HOLIDAY HOUSE "L'ozio in collina", Tuscany; www.ozioincollina.com	2011	Language combination: ITA > ENG; Sector: Tourism/ Hospitality/ Holiday Homes • Translation of the website's content from Italian into English
15	SWISS ESTATE, Switzerland www.swisstate.ch Real estate; legal services	2011	Language combination: RUS > ITA; Sector: Finance/ Investment Translation of the website's content from Russian into Italian
16	VIP DRIVER di Andrea Gullo, Italy www.vipdriver.it	2010	Language combination: ITA > RUS; Sector: Tourism Translation of the website's content from Italian into Russian.
17	TAXI SERVICE LIGNANO, Italy www.taxiservicelignano.it	2010	Language combination: ITA > RUS; Sector: Tourism • Translation of the website's content from Italian into Russian; • Selection of key words/ key phrases (Meta tags, main page) for search engines.
18	Vicarello di Volterra, Italy		Language combination: ITA > RUS; Sector: Architecture/ Construction

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	vicarellodivolterra.co.uk Luxury private residences	2010	Translation of the company's publicity brochure from Italian into Russian.
19	CITY OF LUCCA, Italy – tourism portal; www.luccaportal.it	2009	Language combination: ITA > RUS; Sector: Generic/ Travel/ Tourism Translation of the portal's content from Italian into English.
20	ABILITY TOP TRANSLATIONS www.localization-translation.com	2008	Language combination: ENG > RUS; Sector: Restaurants/ Cooking <ul style="list-style-type: none"> • Translation of the website's "Good Tastes of Tuscany" (culinary courses; wine courses/ tourism) www.tuscany-cooking-class.com content from English into Russian; • Localization of the Russian version
21	LUXURY TILES, Milan, Italy www.luxurytiles.it Home & Interior	2007	Language combination: ITA > RUS; Sector: Home/ Interior Translation of the website's content from Italian into Russian.
22	AGENZIA SERVIZI ESTERI DI MARGHERITA AVIGNI, Italy www.avigni.it	2006	Language combination: LV > ITA; Sector: Legal/ Law Translation of numerous documents regarding real estate purchase transaction in Riga/ Latvia by an Italian citizen
23	Ristorante Alex, Italy www.ristorantealex.com	2005	Language combination: ITA > RUS; Sector: Cooking/ Culinary Translation of the restaurant's menu from Italian into Russian
24	SEVERSTALLAT, multinational JSC, Riga, Latvia www.severstallat.eu Production and export of the wide range of carbon steel products	2001-2003	Translation /interpreting; language combinations: ITA/ ENG < > RUS <ul style="list-style-type: none"> • Interpreting: numerous negotiations and business meetings with the Italian company of IRON s.r.l. (www.iron.it) regarding the purchase of machinery and equipment for coil and steel metal working); • Interpreting during the installation, commissioning and start-up of the coil slitting line by the IRON S.r.l.; • Interpreting during the training of Severstallat operators of the coil slitting line; • Written translation of the business correspondence, contracts, financial and technical documentation. The letter of recommendation can be provided on request.
25	Translation agency AM 1 www.tulko.lv	1999-2001	Language combination: ENG/ LV > RUS; Sector: Generic/ Travel/ Tourism 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>
26	SORAINEN (Latvia, Estonia and Lithuania); www.sorainen.com Leading regional business law firm	2000	Language combination: ENG > RUS; Sector: Legal/ Law 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>