

# JANA KARPENKO

CV

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**Date of birth**

30/10/1981

**Gender**

Female

**Nationality**

Czech, Russian

**Marital status**

Married

**LinkedIn**

<https://www.linkedin.com/in/jana-karpenko-81230b41/>

**Website**

<https://www.upwork.com/freelancers/~011be335063cf91d63>

I'm a native Russian speaker with a fluent English and Czech, great knowledge of Russian grammar and stylistics (1st place in All-Russian Olympiad of Russian language and Literature in 1996), more than a decade of experience in translating and proofreading.

For almost 15 years I've been working as a freelance translator and in addition to translating many kinds of technical documentation (I have a degree in Math from one of the best Russian Universities) through the years, I have found my inner voice, creative and unique, which helps me get interesting types of jobs, like translation of fiction books, subtitles to popular movies and TV-shows. I've translated and localized various web-sites and even have written articles of my own for Russian magazines and internet.

I was born in Russia and have been living in Czech Republic for the last thirteen years, my husband is British and my kids are Czech-Russian bilinguals. Passion for languages and interpretations is a huge part of my everyday life.

I'm very responsible and punctual, learn fast, work with all my heart and - what's really important - love what I'm doing.

## WORK EXPERIENCE

**Freelance Translator**

Jan 2015 - Present

Prague, Czech Republic

- Translation of subtitles for popular movies for Mooveez app (Ghost, How To Lose A Guy In Ten Days, Toy Story 3), EN-RU
- Subtitling for Russian TV shows for Czech television, RU-CZ
- Translation and localization of the award-winning Czech computer game Attentat 1942, CZ-EN-RU

**External Translator**

Mar 2015 - Feb 2018

mundef creative linguistics, s.r.o., Prague, Czech Republic

Translation of various texts

**Assistant of Service Department**

Aug 2007 - Apr 2015

ALTRON a.s., Prague, Czech Republic

- Communications with a local and foreign clients
- Issuance of invoices
- Participation in work of Service Department and Call Center

**Main Expert of the Department of Informational Politics, Personal Assistant of the Press Secretary**

Mar 2003 - Nov 2006

"Gazprom", Moscow, Russia

- Communications with Media (Russian and foreign)
- Managing official web-site ([www.gazprom.com](http://www.gazprom.com))
- Working with important documents, planning meetings, organizing business trips
- Composition and translation of texts, letters, articles, press releases in
- English and Russian

**Freelance Translator**

May 2006 - Nov 2006

Publishing house "Geleos", Moscow, Russia

Translation of a fiction book

## SKILLS

Computer Skills	Experienced
Writing Skills	Expert
Communication Skills	Expert

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## LANGUAGES

Russian	Native speaker
English	Proficient
Czech	Proficient