|  |  |
| --- | --- |
| Personal Info\* | |
| Full Name |  |
| City of Residence |  |
| Phone Number |  |
| Email |  |
| Gmail Account  (please create if you don't have one) |  |
| Skype  (please create if you don't have one) |  |
| Web pages  (site, social media account, blog etc.) |  |

\* All personal information provided here will be treated as confidential and will be used by **Translatel** for communication purposes only.

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| Experience |
| Denote the language pairs you work with and approximate output per day for a particular service:   |  |  |  |  | | --- | --- | --- | --- | | **Source Language** | **Target Language** | **Service** | **Productivity** | | *English\** | *Russian\** | *Translation\** | *2000 words per day\** | | *Ukrainian\** | *German\** | *Revision\** | *10 pages per day\** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |   \* Provided as an example only. |
| Denote subject specialties you work with, in order of preference: |
| Denote your proficiency level for translational software:   |  |  |  |  | | --- | --- | --- | --- | | **Software Tool** | **Proficiency** | | | | **Basic** | **Intermediate** | **Advanced** | | SDL Trados 2007 |  |  |  | | SDL Trados Studio 2014 |  |  |  | | Translation Workspace XLIFF Editor |  |  |  | | SDLX |  |  |  | | Idiom |  |  |  | | Alchemy Catalyst |  |  |  | | Wordfast |  |  |  | | Passolo |  |  |  | | MemoQ |  |  |  | | Transit |  |  |  | | AutoCAD |  |  |  | | ApSIC Xbench |  |  |  | | Linguistic Toolbox (LTB) |  |  |  | | *Other (please name it)* |  |  |  | |  |  |  |  | |
| Denote your proficiency level for other (non-translational) software:   |  |  |  |  | | --- | --- | --- | --- | | **Software Tool** | **Proficiency** | | | | **Basic** | **Intermediate** | **Advanced** | | Microsoft Windows 7 |  |  |  | | Microsoft Windows 8 |  |  |  | | Skype |  |  |  | | Google Hangouts |  |  |  | | Google Chrome |  |  |  | | Mozzila Firefox |  |  |  | | Microsoft Word |  |  |  | | Microsoft Excel |  |  |  | | Microsoft PowerPoint |  |  |  | | Microsoft Access |  |  |  | | Adobe Acrobat |  |  |  | | Adobe Reader |  |  |  | | Adobe Photoshop |  |  |  | | *Other (please name it)* |  |  |  | |  |  |  |  | |
| Denote major clients and projects you worked with:   |  |  |  | | --- | --- | --- | | **Client** | **Project** | **Approximate Volume** | |  |  |  | |  |  |  | |  |  |  | |

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| **Conditions** | |
| Denote your preferable schedule (days you are ready to work on and approximate output):   |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Week**  **Day** | Mon | Tue | Wed | Thu | Fri | Sat | Sun | | **Avail-**  **ability** | *Yes*\* | *Yes*\* | *No*\* | *Yes*\* | *Yes*\* | *Yes*\* | *No*\* | | **Productivity** | *2000 words*\* | *2000 words*\* | *-*\* | *2000 words*\* | *2000 words*\* | *500 words*\* | *-*\* |   \* Provided as an example only. | |
| Are you ready to work on week-ends? |  |
| Are you ready to work on national holidays? |  |
| Are you ready to work at non-standard working hours (early in the morning, late in the evening, at night)? |  |
| What are the parameters of your Internet connection (availability, stability, bandwidth, etc.) |  |
| If you are not familiar with any translational software, are you ready to learn it by yourself? |  |
| If you are not familiar with any translational software, are you ready to take a short training with our specialists via Skype/Google Hangouts? If you are, what day and time do you prefer for a call? |  |

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| **Payments** | |
| Wire Transfer Information.  (Please check with your bank for applicable charges.) |  |
| PayPal Account information. |  |