|  |
| --- |
| 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.

|  |
| --- |
| 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:1.
2.
3.
4.
5.
 |
| 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. |  |