



Viktoria Viter

Address: Lviv, Lysynychy

Skype: live:vikamatys

Phone: +380931842371

Email: vikamatys@icloud.com

Objective

Interested in professional growth, quick learner. Excellent communication skills and a proven ability to juggle multiple high priority tasks. Will gladly accept new opportunities to evolve my current skills or learn new.

Work experience	Fixit	March 2019 — October 2019
	Copywriter, CSR (customer support representative)	
	Upwork	October 2019 - May 2021
	Translator (artistic translation, business translation)	
	Millhouse	March 2021 - December 2021
	CSR (Tracking)	
	Millhouse	December 2021 - Present
	Fleet Coordinator	

Languages

Ukrainian - native
Russian - fluent
English - upper intermediate
Spanish - beginner

- Skills
- Core

 - Punctuation / Grammar
 - Article Research
 - Terminology / Linguistics
 - Stylistics
 - Client Relationship
- Computer Knowledge:

 - Microsoft Word
 - Excel
 - Outlook
 - Translation Software Tools (GlobalLink, Geoworkz)
- Personal qualities:

 - Client Communication
 - Keen to learn new skills
 - Self disciplined
 - Quick and passionate learner
 - Team worker
 - Attentive to details
- Experienced with:

 - Third Party Logistics
 - English Literature
 - Scientific and technical translation
 - Course of guide-interpreters training
 - Analytic psychology

Education	Lviv Ukrainian Gymnasium of Humanity	2011 — 2018
	Translator of scientific and technical literature (English of intermediate level)	
	Lviv Franko National University	2018 — March 2022
	English philology (external form of education)	