

CURRICULUM VITAE

(Updated: Nov. 23, 2020)

General Information

Name	Oleksandr Zheleznyak
Professional skills	Translator, writer, reporter, interviewer, communications manager
Languages	English, Ukrainian, Russian (also translation from Polish)
Citizenship	Ukrainian
Permanent residence	Kyiv, Ukraine

Special Education

1994	The International Teacher Service 105-hour English language course (US English)
1981-1982	The Kyiv House of Teacher Two-year English language course

Relevant Professional Experience

International Renaissance Foundation (part of the Open Society Foundations network established by George Soros)

Period	March 2017 to April 2020
Position / type of employment	Translator – self-employed outsourced service provider (occasional assignments)
Functions	Translating/editing various reports on activities under the EU/IRF-funded Civic Synergy Project, which aims at strengthening public participation in the implementation of European integration reforms in Ukraine.

Pirogov First Volunteer Mobile Hospital, Foundation

Period	October 2016 to December 2019
Position / type of employment	Communications manager – self-employed outsourced service provider
Functions	Writing and editing stories on PFVMH activities in Ukrainian and English. Shooting photos and videos in the field. Maintaining the PFVMH web site and Facebook pages (Ukrainian and English). Occasional translations.

USAID/EEF RADA Program (Responsible Accountable Democratic Assembly)

Period	September 2014 to September 2016
Position / type of employment	Information consultant – full-time as a self-employed outsourced service provider
Functions	Monitoring Verkhovna Rada (parliament) activities and developments in certain areas of law and reforms and writing brief reports for the USAID and other subscribers in the forms of flash updates and weekly digests (in English). Collecting information on USAID RADA planned events and writing announcements, including daily bullets. Adding contents to the program's web site and posting on its Facebook. Photographing. Shooting, editing and producing video clips. Doing occasional translations.

Association of Local Governments "The Gediminids' Way"

Period	November 2013 to August 2014
Position / type of employment	Content manager – self-employed outsourced service provider
Functions	Participating in the web site development for "The Gediminids' Way" international project; populating the site with all kinds of information; writing various stories in English, Ukrainian, and Russian; photographing; maintaining the site.

Ukrainian National Environmental NGO "MAMA-86"

Period	April 2013 to October 2013
Position / type of employment	Information manager – full-time as a self-employed outsourced service provider
Functions	Managing communication activities of the organization; writing news stories, media notices, and press releases in English, Ukrainian, and Russian; photographing; maintaining the organization's web site.

USAID/Chemonics Local Investment and National Competitiveness (LINC) Project

Period	March 2009 to December 2012
Position / type of employment	Communications manager – full-time employee
Functions	Managing communication activities of the project; writing news, feature and success stories (a total of about 400 stories written – all in English, Ukrainian, and Russian), media notices, and press releases; photographing; maintaining the project's web site. Developing and maintaining Excel-based templates used for purposes of project administration and to handle statistical data in the process of strategic planning.

USAID/Chemonics Local Economic Development (LED) Project

Period	October 2004 to March 2009
Position / type of employment	Communications manager; communications specialist; translator/interpreter – full-time employee
Functions	Managing the communications component of the project; writing LED-related news and success stories (a total of more than 200 stories written), media notices, and press releases in both English and Ukrainian (includes telephone and face-to-face interviews, Internet research, site visits, photographing, etc.); maintaining the project's web site. Developing and maintaining an Excel-based template to handle statistical data for Community Profile – a document produced in the process of strategic planning (used in about 70 cities throughout Ukraine). Working as a translator/interpreter in a team of experts helping Ukrainian cities draft their strategies of economic development (the cities of Chortkiv, Drohobych, Kalush, Kovel, and Ternopil).

USAID/PADCO Pension Reform Program in Ukraine & Tariff Reform and Communal Services Enterprises Restructuring (TRCSE) Project

Period	February 1999 to October 2004
Position / type of employment	Translator/interpreter – full-time as a self-employed outsourced service provider (from April 2003); free-lance translator
Functions	Translating (draft) laws and papers on pensions, insurance, social assistance, housing and utilities, etc.

Translating RISING SUN by Michael Crichton into Ukrainian

Period	Late 2002 and early 2003. Published by Bogdana Publishing House in December 2003
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The Tacis Partnership Project in the Russian Federation

Period	November 2000 to June 2002
Position / type of employment	Translator – free-lance
Functions	Translating documents on child welfare and related issues

Further Support for the Development and the Financing of Social Policy (with a focus on pensions and family benefits) (Tacis project #EDUR 9803)

Period	Aug. 31, 1999, to Aug. 4, 2000
Position / type of employment	Translator/interpreter – full-time employee
Functions	Translating documents on social policy (legislation, pensions, social benefits, social budgeting, insurance, etc.); interpreting at meetings, seminars, etc.

Ukrainian-European Policy and Legal Advice Center

Period	Aug. 1, 1997, to September 1999
Position / type of employment	Translator – free-lance
Functions	Translating (draft) laws and papers on economic issues

Addressing the Social Impact of Economic Restructuring and Privatization in the Russian Federation (Takis project #EDRUS 9410)

Period	September 1998 to March 1999
Position / type of employment	Translator – free-lance
Functions	Translating documents on social security, surveys, etc.

The National Ukrainian Conference on Small and Medium Enterprise Development “Pathways to Cooperation” (Kyiv, Nov. 19-20, 1998)

Period	September to November 1998
Position / type of employment	Translator/interpreter of the Conference Organizing Committee – full-time employee
Functions	Translating various papers and interpreting at meetings

Assistance to Reinforce and Improve the Social Protection System in Ukraine (Takis project #EDUK9501)

Period	Sept. 1, 1996, to June 30, 1998
Position / type of employment	Translator/interpreter – full-time employee
Functions	Translating documents on social protection (legislation, management, finance, budgeting, social dialogue, insurance, etc.); interpreting at meetings, seminars, etc.

World Bank Economic Development Institute (Kyiv office)

Period	June to November 1997
Position / type of employment	Translator – free-lance (occasional assignments)
Functions	Translating papers on anti-corruption activities

Comp&ion (magazine)

Period	July 1, 1996, to July 1, 1997
Position / type of employment	Translator/writer – free-lance
Functions	Selecting news/photos at the Associated Press office and translating or compiling stories based on such news

Intelnews Inc. (US-based news agency)

Period	April 1, 1995, to Aug. 31, 1996
Position / type of employment	Translator – full-time employee
Functions	Translating news from Ukrainian/Russian into English; writing stories in English

Scientific-Engineering Medical-Pharmaceutical Association RIDAN

Period	Sept. 1993 to March 31, 1995
Position / type of employment	Translator – full-time employee
Functions	Translating specifications, descriptions, operator’s manuals, information and advertising leaflets, etc. for medical, analytical, and process equipment; writing letters, inquiries, ads, etc. in English, Ukrainian and Russian
General fields of translation (in alphabetical order)	Biology, chemistry, commerce, ecology, food/beverage, medicine, medical device, pharmaceutical

Complex Cooperative TAPAS

Period	1989 to 1993
Position / type of employment	Translator – free-lance
Functions	Translating scientific works, ISO standards, etc.
General fields of translation (in alphabetical order)	Biology, chemistry, forestry, social protection

**All-Union Center for Translations of Scientific and Technological Literature and Documentation, Kyiv
Editorial Board**

Period	1983 to 1989
Position / type of employment	Translator – free-lance
Functions	Translating scientific works, ISO standards, etc.
General fields of translation (in alphabetical order)	Agriculture, biology, chemistry, ecology, medicine

Other important free-lance translator/writer experiences:

STAKES (National Research and Development Center for Welfare and Health, Finland)
IFC (International Finance Corporation, a member of the World Bank Group)
Kyiv Post (newspaper)
AON (Dutch insurance company)
Rhone-Poulenc (chemical company)

Other relevant skills:

Photo & video shooting
Video editing (Pinnacle Studio)
HTML (basic coding skills)