**Yelena Gerassimenko**

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Almaty, Kazakhstan

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**PERSONAL PROFILE**

A multi-skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles and boundaries.

**CAREER SKILL/KNOWLEDGE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Information Management |  | International Relation |  | Terminology |  | Translating legal  |
|  | Product Development |  | Technical translation |  | Interpreting  |  | documents |
|  | Computer Hardware |  | Bilingual |  | Technical trainings |  | Proofreading  |

**EDUCATION**

***Almaty Linguistic Grammar school №35* *Almaty, Kazakhstan***

Main focus: English

***Turan University* *Almaty, Kazakhstan***

Bachelor of computing equipment and automated systems; GPA:3,2 ***May 2011***

**QUALIFICATION/LEARNING COURSES**

**International Level**

***VMware vSphere Design Workshop London, UK***

Objective: receive knowledge, skills, and abilities to achieve competence in ***May 2012***

designing a VMware vSphere® 5 virtual infrastructure and strategically

present a company in international level.

*Course language: English; Learning materials: English.*

***English language course: Advanced level Almaty, Kazakhstan***

Objective: 3-months course was taken mainly to increase spoken fluency and ***July 2012*** proficiency at local language school "InterPress". Advanced level.

*Course language: English; Learning materials: English.*

**PROFESSIONALBACKGROUND**

**OCS Distribution LLP *Almaty, Kazakhstan***

***Citrix Presales Engineer since April 2014***

**Responsibilities:**

 Technical consulting and support.

 Legal documents translation, as well as product documents and presentations, interpreting.

* Public speaking at product presentations, organizing learning seminars for engineers.

**Logycom JSC *Almaty, Kazakhstan***

***Virtualization Consultant March2009– April2014***

**Responsibilities:**

* Interpreting at business meetings in Almaty as well as on business trips (Kazakhstan, China).

Also I took initiative to persuade a native English speaker, the best of teachers I met in "InterPress", as well as about 40 of my colleagues to start an English course on our company basis. Managed this course for a year until I left to my current company.