

Victor Potapov, CMA, CFM

E-mail: Victor_Potapov@pochta.ru , Potapov@accountant.com

Phone: +7 (095) 760-6730 (mobile), Fax: +7 (095) 214-9604

Professional freelance translator, proofreader and conference interpreter (English > Russian, Russian > English) with over 12 years of linguistic and industry experience. Specialization: legal, financial, technical and IT translations. Solid practical experience in the areas of finance, accounting, law, banking, oil & gas, engineering and IT.

Expertise - translation

Financial and Legal translations:

- Corporate investment and reporting documents: annual and audit reports, loan documents, investment memoranda, etc.
- Contracts and contractual correspondence.
- Legal documents: briefs, court claims, depositions, expert witness testimony, legal review of documents, laws, other regulatory documents etc.
- Marketing documentation.
- Business training materials.

Technical translations:

- Oil & Gas (Equipment operation and maintenance manuals, logging and geophysical surveys, contracts, conference and training materials).
- Aerospace (patents and contracts).
- Engineering (translation of engineering documentation including drawings in AutoCAD).

IT translations:

- User and repair manuals for IT hardware.
- Software manuals.
- Software and web site localization.

Expertise - interpreting

- Simultaneous interpreting at local and international conferences, training sessions, business briefings, roundtable meetings, contract and deal negotiations, etc.
- Experience in organizing teams (up to 8 persons) of simultaneous interpreters for the client's conference and arranging equipment rentals
- Own set of **mobile battery-powered simultaneous translation** equipment – audience of up to 20 persons can use simultaneous interpreting on the go – anywhere, anytime!

Relevant Experience:

Freelance translator and interpreter (full-time)

2000 - present

Translation and interpreting projects for direct clients and agencies.

Ernst&Young / Scala

1994 - 1996

Head of Translations Department

Supervised translation of Scala accounting software and manuals. Project management: led projects with up to \$200,000 in annual budget with teams of up to 6 translators, editors and DTP specialists. Developed and translated study materials for Scala University (training programs on Scala accounting software).

1991 - 1994

Staff Translator, Senior Translator

Translated Scala accounting software and manuals; supervised two team members in translation of new versions. Introduced version control system decreasing translation time by over 50%.

Postfactum News Agency

1989 - 1991

Translator

Translation and editing of news issues (news used by Reuters, AP, other Western agencies). Translation and editing of newsfeed (continuous stream of news items) and analytical reviews and other materials. Backup IT support of translation department.

Other Professional Experience

Accenture (formerly Andersen Consulting)

1998 – 2000

Finance Controller, Russian practice

Tetra Pak Russia

1997 - 1998

Financial Accounting Manager

1996 - 1997

Financial Accounting Analyst

Professional Certifications

Certified in Financial Management (CFM) – 2003.

Certified Management Accountant (CMA) - 2000.

Certified Master Accounting Specialist (US) from Brainbench.com – 1999. Transcript ID 691091.

Professional Associations

US Institute of Management Accountants (IMA) – International Member since Feb 2000.

Education

1994-1998

State Academy of Finance, Russia

B.Sc., major in Finance.

1992

Moscow Institute of Foreign Languages

Courses in Simultaneous (Conference) Interpreting. Program sponsored by the United Nations Organization.

1988-1992

MIREA (Moscow Institute of Radio, Electronic and Computer Technologies)

B.Sc., major in Bio-Medical Engineering.

References

Satisfied client references available upon request in:

- Financial,
- Legal,
- Banking,
- Marketing,
- HR,
- IT,
- Oil & gas,
- Engineering and
- Event management areas.