

Curriculum Vitae

Roman G. Khlebnikov

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Born: June 28, 1969 in Russia
Citizenship: Russian Federation
Family status: married, 2 children.



Related Employment Experience:

01. 2004 – currently **Freelance-translator** for various international agencies.
English, German, Italian -> Russian.
- Part time during other employments, full time in between.
- Some examples of the jobs done:
- Series of operating manuals and software for medical laboratory analyzers. (Word, Trados, Passolo).
 - Various McKinsey's consulting reports for the large Russian customers like Gazprom, TNK BP, Vypelkom, etc. (Ppt, Trados Tageditor).
 - Manuals. Contracts.
03. 2009 – 01. 2015
and
01. 2004 – 07. 2006 **Translating and interpreting projects within other employments.**
- Contracts and negotiations for CWT Trading GmbH. Ge <-> Ru. It <-> Ru.
 - Products catalogue, manuals, web-site and advertisement materials for Grässlin GmbH. (Adobe Indesign, CMS). Ge -> Ru.
 - Routine interpreting within negotiations. Ge <-> Ru. En <-> Ru.
 - Multiple product descriptions, marketing materials, manuals, negotiations for the Korean customers. En <-> Ru.
09. 2002 – 12. 2003 **Translator** at the International Coal and Methane Research Center; Kemerovo. Russia.
- English into Russian translations for a long-term project for the Natural Gas Star Program with the US Environmental Protection Agency.

Other employments:

10. 2015 – currently **VIP Chauffeur** at Interline Munich Limousine Service; Munich, Germany.
(www.interline-muenchen.de)
- Personal driver for various high-ranking and wealthy personalities.
 - Tour-Guide in Munich and Bavarian castles in Russian and English.
01. 2014 – 10. 2015 **Customer service and purchasing** at CWT Trading GmbH; Munich, Germany.
- Order processing, negotiating purchasing contracts with international suppliers in English, German, Italian and Russian languages.
03. 2009 – 01. 2012 **Sales Assistant** at Grässlin GmbH; St. Georgen im Schwarzwald, Germany.
- Relationships with the sales partners in Eastern Europe. Product presentations and training. Joint participation in trade fairs.
 - Development of product information and advertisement materials for the Russian-speaking markets. Localization of technical descriptions, manuals. Development of the Russian homepage.
09. 2006 – 07. 2009 **Study.** See page 3.
01. 2004 – 07. 2006 **Trade Consultant** at the Commercial Section of the Embassy of the Republic of Korea; Novosibirsk, Russia.
- Responsible for multiple aspects of business relationship development between Russian and South Korean companies.
 - Development of homepage. Development and implementation of a customized CRM-system for the department and the Korean customers.
 - Accompanying Russian delegations to South Korea and Korean delegations in Russia.
 - Supporting the Russian and Korean customers in all kinds of business, organizational and intercultural issues.
01. 2000 – 10. 2002 **Project manager** at Online-City Internet Agency; Novosibirsk, Russia.
- New customers acquisition. Account management.
02. 1993 – 12. 1999 **Small Business Partner.** 'Oktava' Studio; Kemerovo, Russia.
- Procurement. Sales. Manufacturing.

Education:

09. 2006 – 07. 2009 Bachelor of Arts, **International Business Management**; Furtwangen University; Villingen-Schwenningen, Germany.
- **English** language study program.
 - Foreign semester in **German** language at the University of Applied Science, Vienna, Austria.
09. 1986 – 06. 1993 Diploma in **Biology**. Specialization in **Microbiology**. Kemerovo State University; Kemerovo, Russia.
- Teaching credentials received in Biology and Chemistry.

Related Skills:

- Languages **Russian**. Native speaker.
English. Fluent.
German. Fluent.
Italian. Fluent.
- Computer Highly experienced user.
Mac OS, Windows. MS Office.
CAT: Trados, Passolo.
Graphic and DTP: Adobe Photoshop, Indesign, Illustrator, CorelDraw.
Web and Online-Marketing: Homepage development, Content-Management Systems, HTML. Ad-Words, SEO, Social media.
ERP-Systems.