

CURRICULUM VITAE



SVETLANA KISELEVA

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 Mob. for Sakhalin Island (GMT+11.00): +7 914 648 43 99 or Skype: llavitaa
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SKILLS

- **Construction, oil & gas** industry experience (greenfield and brownfield)
- **Remote multinational site** rotation work experience
- **Technical English↔Russian translation and interpreting skills at the Client project management level** (civil, structural, mechanical, E&I, pipeline, QA/QC, HSE, survey, engineering, turnover packages)
- **Computer** literacy (Windows 2000/2007, XP, Vista, MS Office, spreadsheets, Microsoft Project Professional 2010, electronic e-mail systems, Internet). Office appliances proficiency
- **Administrative, office and clerical work organization, performance and management**
- **Elaborating and implementing** different work-related **procedures**
- **Personnel logistics** (transport, accommodation, catering, PPE procurement coordination)
- **Contracts administration**
- **Document control**
- **HR clerical work**
- Receiving **visitors, presentation** preparation

QUALIFICATION SUMMARY

- Strong **verbal and written communication** skills
- Professional **technical English↔Russian translation and interpreting skills**
- Sound understanding of **facilities and pipelines construction methodology**, international and national **construction regulations**
- Sound understanding of **brownfield requirements** including **JSAs and permit-to-work system**
- Sound understanding of **HSE** policies and requirements of **major international oil and gas companies**
- Experienced **computer user**
- Certified user of **Microsoft Project Professional 2010** (project management)
- Excellent **organizational and time management** skills
- Some knowledge of **planning and contracts administration**
- Easy **multi-tasking**; ability to **work under pressure**
- Good **analytical** skills
- Extensive **administrative, office and clerical skills**
- **Timely completion** of duties, **meeting milestones** and key **performance indicators**
- Proficiency in **independent/team work** and ability to function with **appropriate initiative, creativity and attention to detail**
- Proficiency in **listening to a company's needs** and formulating the **tactical action plan to achieve results**
- Ability to **prioritize workload** and shift work activities in order to meet business needs
- Ability to maintain **confidentiality**
- Ability to **acquire new skills and knowledge**
- **Self-motivated, diligent, dependable, friendly**

EDUCATION

1992-1996 (full time)

Omsk State Pedagogical University, Omsk, Russia
 English↔Russian and German↔Russian Translator/Interpreter and Reviewer (**First Class Degree With Honours**)

COURSES

Mar.2012

Project Management with 2010 Microsoft Project Professional (40 hrs), Omsk, Russia

Sep. – nov. 2004

Business Planning (176 hrs), Omsk, Russia

2001

RF Labour Code and HR Clerical Work (2 days), Omsk, Russia

Apr. – may 1999

Support for Small-Scale Innovative Entrepreneurs in Promotion via Exhibitions and Fairs, Omsk, Russia

**EMPLOYMENT
HISTORY**
Feb.2009-present

Orensakh LLC, Yuzhno-Sakhalinsk, Russia

Outsourced to ECC-VECO LLC

Sakhalin 1 Project. Greenfield and brownfield (Pipeline and well site facilities construction. Pipeline remediation. Operated by ExxonMobil subsidiary):

1. Odoptu North Well Site-Chayvo OPF 16" Oil & Gas Flowline Construction.
2. Onshore Odoptu North Well Site First Stage Production Facilities Construction.
3. Chayvo OPF Expansion. Arkutun-Dagi Field. Onshore and Offshore Facilities. Produced Water and Full Well Stream 20" Pipeline Construction.
4. Odoptu North Well Site-Chayvo OPF 16" Oil & Gas Flowline Remediation at Piltun Bay.

Lead Technical English↔Russian Translator/Interpreter

- △ Office and field translation/interpreting range:
 - Pipeline construction and remediation (civil, mechanical, piping, QA/QC, HSE, E&I)
 - Public meetings for large audiences, toolbox talks, foreman and manager meetings, intercompany meetings with other project contractors, General Contractor and the Client.
Direct interaction with the General Contractor and Client
 - Technical documentation, forms, reports, correspondence
 - Proofreading other staff translators' translations
 - Translation group work load management

Sep. 2006 – Dec. 2008

Kentz Russia LLC, Yuzhno-Sakhalinsk, Russia

Sakhalin 2 Project. Brownfield (E&I remedial works at Oil&Gas Onshore Processing Facility at Lunsky Bay. Operated by Shell subsidiary)

Administrative Assistant

Transport & Accommodation Coordinator

Timekeeper

Lead Technical English-Russian Translator/Interpreter

Document Controller

Procurement Coordinator

- Administrative issues
- Elaboration of forms and procedures tailored to the specific company needs
Personnel logistics and crew changes (transportation and accommodation coordination. Travel arrangements. Ensuring compliance with site legalization procedures)
- Ensuring ex-pats compliance with the Russian Federation Migration Legislation:
 - Arranging ex-pats registration
 - Maintaining the database of all legal documents required on the Russian territory
 - Monitoring the statuses of visas and work permits for timely renewal
- Daily and monthly manpower reports and timesheets
- Data bases creation and keeping
- Meetings minutes keeping
- Document control
- PPE and office consumables procurement coordination. Stock management.
- Office and field translation/interpreting range (E&I, civil, HSE; public meetings for large audiences, walkdowns, training courses, manager level meetings) at the upper management level

Set up the above support activities for the company's site office from the start. Direct interaction with the Main Contractor and Client

Sakhalin 1 EPC 1 Project. Greenfield (Oil&Gas Onshore Processing Facility construction at Chayvo Bay. Operated by ExxonMobil subsidiary)

Technical English↔Russian Translator/Interpreter

- Office and field translation/interpreting range (E&I, civil, HSE. Public meetings)
- Timekeeping

Feb. – Aug. 2006

SFERA LLC, construction and commercial firm, Yuzhno-Sakhalinsk, Russia

Sakhalin 1 EPC 1 Project. Greenfield (Oil&Gas Onshore Processing Facility construction at Chayvo Bay. Operated by ExxonMobil subsidiary)

Technical English↔Russian Translator/Interpreter

Time Keeper

- Office and field translation/interpreting range (Industrial and civil construction surveys, HSE. Manager level meetings. Correspondence)

- Daily and monthly manpower reports and timesheets

Jan. – Oct. 2005

GP Project, Yuzhno-Sakhalinsk, Russia

Outsourced to ECC-VECO LLC

Sakhalin 1 EPC 2 Project. Greenfield (Construction of the 24" gas pipeline to Botasino gas metering station. Operated by ExxonMobil subsidiary)

Technical English↔Russian Translator/Interpreter

- Office and field translation/interpreting range (pipeline construction (piping, civil, QA/QC, HSE). Technical documentation, reports, correspondence. Public and manager level meetings. Negotiations with the Client, partners and third parties)

Sakhalin 1 EPC 1 Project. Greenfield (Oil&Gas Onshore Processing Facility construction at Chayvo Bay. Operated by ExxonMobil subsidiary)

Technical English↔Russian Translator/Interpreter

- Office and field translation/interpreting range (civil and structural, HSE, civil and structural surveys. Equipment user's manuals. Correspondence. Department meetings)

Aug. 2002 – Sep. 2004

J&S Co. Ltd., Omsk, Russia

Translation Department Manager

- Department running (freelance translators/interpreters)
- Contract administration (w/freelance employees and clients)
- Income calculation and preparation of freelancer payroll for Accounting Dept. on a monthly basis
- Elaboration of price-lists and regulatory departmental documents, departmental clerical work
- Customer service. Consultations on translation legal requirements for immigration. Negotiations with company clients
- Office translation range (technical documentation, user's manuals, business correspondence, personal documents for immigration)
- Acting as a notary public-accredited translator
- Arranging translations legalization in Notary Publics' Offices and the local Department of Justice

Participated in development and implementation of a unique project: Omsk Guide in English (2003), the 1st in Omsk

Increased departmental income by 3.7 times

Increased the number of company clients by 1.2 times

Sep. 1996 – Mar. 2002

Industrial Systems Ltd., Omsk, Russia

Secretary

English↔Russian Translator/Interpreter and Reviewer

HR Clerk

Visa Support Coordinator

- Secretarial work
- HR clerical work (ensuring compliance of documents with the RF Labour Code)
- Office translation/interpreting range (contracts, technical documentation, publicity articles, promotional booklets and business correspondence within the framework of the Canada-Russia Individual Housing Construction Project)
- Coordination of Canadian visa applications (completion of forms and preparation of supportive sets of documents; arranging visa applications)

**LETTERS OF
REFERENCE**

See below

Letters of Recommendation

Name, Position on the date of recommendation	E-mail address	Contact ph. numbers
Bruce Cramton , Survey Party Chief, ref.letter 10/05/05 ECC-VECO LLC	brucecramton@yahoo.com	Unavailable
John McNab , Survey Party Chief, ref.letter 17/04/05 ECC-VECO LLC	johnkokaneeland@hotmai.com	Home tel. in Canada: + 1 250 2294617
Bobby Crofts , Senior Pipeline PM, ref.letter 05/07/05 ECC-VECO LLC	bacrotts@mac.com , bcrotts@apclp.com	Appalachian Pipeline Contractors LLP., USA: Ph.+ 1 615 264 8775 Fax. + 1 615 264 8776
Bill Jurica , Chief of Survey Parties, ref.letter 09/09/05 SFERA LLC, construction and commercial firm	billjurica@gmail.com	CH2MHILL Project Manager Cell in Russia: +7 914 758 73 21 Home in USA: + 1 907 982 1315
Scott Smith , Pipeline Construction Manager, ref.letter 14/04/09 ECC-VECO LLC	Scott.smith@CH2M.com , ssmith2440@hotmail.com	Unavailable
Mike Mays , Consultant EXXONMOBIL DEVELOPMENT COMPANY, ref.letter 01/05/2010 Odoptu FSP Construction Lead	michael.b.mays@exxonmobil.com	ExxonMobil Development Company Cell in Russia: +7 9147 596939 Chayvo Office: 832 254-9547 3744 Henry Pugh Blvd. Lake Charles, Louisiana 70605 Tel. 337 480 6028, Cell. 251 751 7774
Stuart Diamond Pipeline Construction Superintendent, ref.letter 30/03/2012 EXXON NEFTEGAS LIMITED	stuart.m.diamond@exxonmobil.com	Exxon Neftegas Limited Office 405, 8 Militseyskaya Str., Yuzhno- Sakhalinsk, Russia www.sakhalin-1.com Local Office Landline (Russia) 7-4242-67-8822 Cell (Russia) +7 914 759 60 74 USA Access- 1-832-254-8822

Verbal Recommendations

Name, Position, Company	E-mail address	Contact ph. numbers
Aleksandr Toroshchin (Russian speaking), Survey Dept. Manager SFERA LLC, construction and commercial firm	Aleksandr.toroshin@sfera-co.ru	SFERA LLC, construction and commercial firm (Interpreters are available) Survey Dept: 7 4242 46-79-93 Reception: 7 4242 72-32-88, 7 4242 72-32-99 www.sfera-construction.ru
Wes Nason , Vice President for Pipelines CH2MHILL	wpnason@aol.com	CH2MHILL 949 E. 36 th Avenue, Suite 500 Anchorage, AK 99508, USA Tel 907.762.1500 Direct 907.762.1729 Cell 907.227.1802 Fax 907.762.1544, www.ch2mhill.com

<p>Jean Curutchet Pipeline Construction Manager EXXON NEFTEGAS LIMITED</p>	<p>Jean.curutchet@exxonmobil.com</p>	<p>Exxon Neftegaz Limited 28 Sakhalinskaya Str., Yuzhno-Sakhalinsk, 693000, Russia www.sakhalin-1.com Landline (Russia) 7 4242 67 8783 Cell (Russia) +7 4242 29 68 87 Cell (USA) 281 731 7444</p>
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