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Experience

2004-present - freelancer

Legal

Translation of Contracts, Articles of Incorporation, registration statements, amendments to abovementioned documents, Purchase Agreements, Supply Agreements, Letters of Attorney and other legal documentation, including laws of the Russian Federation and other countries;

Finance

Reports, feasibility studies, business plans.

Construction engineering

Technical Assignments, GOST, Construction Norma and standards, technical conditions, business correspondents on construction engineering, etc.

Electrical equipment

Technical specification for electrical equipment, including operating and maintenance manuals, technical assignment for designing and installation of the electrical equipment for industry and public building.

Localization

Website localization, translation of web content into Russian

Technical documentation

Translation of technical documentation for equipment of various purposes (heaters, fans, machines and tools, air conditioning systems, etc.).

Oil and gas

Pipelines for oil and gas industry, test methods, reports, drilling and equipment description for oil and gas industry).

Moreover, I translated documents in the following fields:

Automotive industry, electronics, computers, IT, building industry, construction engineering, mechanical engineering, electrical engineering, oil and gas, hydraulics, fluid mechanics, valves, technical and software

manuals, food-processing industry, kitchen appliances, medical science, certification and standardization (DIN, ISO, EN, GOST, QMS), agriculture/agricultural engineering, investment activities, business and commerce, marketing, general business (incl. contracts), sophisticated legal documents, finance & banking, wide range of technical fields: from aerospace to oil and gas equipment, mining to automotive, industrial equipment to general & mech. engineering (incl. manuals, user instructions etc.)

2000–2004 JSC “KAZZINC”, LMCC

Interpretation of all confidential in and out going correspondence and monthly reports utilizing computer skills such as, Word, Excel and Project in both English and Russian.

Translation of all contracts to the degree of accuracy required for legal terms. Translator at all weekly and technical meetings involving project activities. Interpretation of items from Norms and Snips that are relevant to project matters

Arrangement of work and living arrangements for foreign specialists visiting Tishinsky Project. Office management (second translator, two mining engineers, secretary and two drivers)

Teacher of English

1999–2002 “White Water” school

Teaching English for children and ad adults. Written and verbal translations of the study programs for the computer science teachers. Translations of conferences and seminars on environment protection.

Teacher and interpreter of English

1997–1998 Maharishi University of Management

Written and verbal translations of the study programs for the computer science teachers. Translations of conferences and seminars.

Organization of work and living arrangements for foreign specialists visiting Ukraine branch of University

1994–1999 University of Foreign Languages

Education

English language Department. Gorlovka, Ukraine

1987–1991 Polytechnic College Electric equipment Dept Kherson, Ukraine

Additional Information

Mother tongue Russian

Software: Windows 7, MS Office 2010, Adobe software (PageMaker 6.5, FrameMaker 5.5, Acrobat 9.0, Illustrator), Macromedia software (Dreamweaver, Director, Flash), AutoCAD 2009/2011; SDLX Trados 2007/2009/2011, MemoQ

+ **advanced skilled user of the all abovementioned Software:** HTML-literate. Excellent knowledge of word processing applications such as Word, WordPerfect, Excel and good international keyboard skills. Good knowledge of graphic applications such as CorelDraw and Adobe. High ability to handle PowerPoint presentations. Internet expertise.

Other relevant info

Easy communication: e-mail, unlimited Internet access. Strict adherence to deadlines.