



## Education

**University of Miami, Miami, FL**

December 2008

- MBA - International Business

**Kyrgyz State National University, Bishkek, Kyrgyzstan**

June 1994

- M.A., English, Russian and English Language Linguistics, *cum laude*

## Qualifications:

- 20 years of verifiable experience in virtually every aspect of the translation/interpretation industry
- Language skills: fluent English & Russian
- 9 years of experience in providing various services for oil & gas, refinery & petrochemical projects
- Knowledgeable and well versed in oil & gas terminology
- Advanced user of MS Word, Excel, Power Point, MS Project, MS Visio
- Approachable, experienced in communicating with all levels of management, EPC contractors & vendors
- Knowledgeable in EDMS systems, i.e. Documentum, Share Point, eRoom, Coreworx
- International upstream and downstream project experience
- Proactive team player, results driven

## Professional Experience

**Russian Interpreter/Translator, Houston, TX**

*August 2011 – current*

- Work as over-the-telephone Russian interpreter for such companies as Certified Language Interpreters, Transperfect, Pacific Interpreters, CanTalk and etc.
- Interpreted and translated for the US CentCom military forces at the Regional Cooperation-12 Training Exercise held in Bishkek, Kyrgyzstan.
- Worked for the Russian engineers visiting US oil equipment manufacturers and other oil/gas companies.
- Translated legal agreements and other related documents for a medical center in California.
- Translate multiple documents on accounting, finance, marketing, economics, medicine, health, transport, international relations and etc.

**BAE Systems, Inc.**

Feb.2011-Aug.2011

*Russian Technical Translator*

- Worked for a US Government Contractor on the translation from Russian into English and from English into Russian of highly technical geological and geophysical materials, maps.
- Maintained the database filing and logging, document issuance and storage of all translated project documents.

**Fluor Engineering Corporation/MasterWord Translation Services, Inc., Houston, TX**

Oct. 2008 – Oct. 2010

*Russian Technical Translator/Interpreter*

- Checked that all information complies with specified company formats, templates and standards
- Maintained and updated glossaries and references materials for translation department

- Assisted with quality checks and audits of documents database, identifying and correcting any discrepancies
- Translated various business, commercial, technical documents and letters and upload them to Share Point for CPE team
- Worked with a team of geological, oil and mining engineers and provided highly technical Russian-English and English-Russian translation and interpretation (consecutive and simultaneous) services. The two projects were named TANECO Project, the Construction of Oil Refinery in Tatarstan, the Russian Federation and Sakhalin-1: Development of Chayvo, Odoptu and Arkutun-Dagi oil fields in the Far East of the Russian Federation. Fluor Engineering Corporation implemented the design of OPF (Onshore Processing Facility) Chayvo for Exxon Neftegas Limited.
- Interpreted simultaneously/consecutively from English to Russian and vice versa during teleconference calls with a Russian client, RDI's and vendors.
- Routinely interfaced with project managers, engineers, project control and procurement personnel providing clarifications of Russian standards, codes and specifications
- Served as a liaison during business meetings, plant design model reviews, HAZOP reviews and trainings between Fluor (PMC), the Russian team (client) and the New Deli Team (vendor)
- Translated FEED and Detail Design Documentation (Project feasibility study, P&IDs, PFDs, piping, civil, structural, and instrument drawings, specifications, data sheets, material take offs, purchase orders, manuals etc. from English to Russian and vice versa)

**BeSatisfied/Motorola, Fort Lauderdale, FL**

Oct. 2007 - Oct. 2008

*Quality Analyst for Russia*

- Audited business and functional necessity documents of Motorola's Russia call center.
- Participated in test case walkthroughs and assessment meetings with Motorola's Russia call center.
- Participated in audit meetings.
- Worked directly with Motorola Russia in quality setting and testing; produced written Excel spreadsheet reports and descriptive reports.
- Handled a high volume of incoming calls, responded to customers' inquiries and requests, and resolved customer issues.

**World Bank, Bishkek, Kyrgyzstan**

Jan. 1997 - Jan. 2005

*Simultaneous Russian into English Interpreter/Russian Instructor*

- Performed highly complex Russian-English and English-Russian translations of documents related to business, finance, economics, banking, IT, social services, education, medicine, transportation, and energy.
- Provided simultaneous Russian-English interpretation at multiple international conferences and workshops.
- Worked closely with Kyrgyz government agencies and international institutions and delegations; acted as consecutive interpreter for visiting missions' members.
- Taught the Russian language to the project personnel.

**Kentor Gold Limited, Bishkek, Kyrgyzstan**

(Australian-based emerging gold mining company)

Jan. 2002 - April. 2003

*Russian Interpreter, Translator, Instructor*

- Performed Russian-English and English-Russian translations of documents related to geology, mining, oil and gas exploration and development.
- Interpreted at numerous meetings between Australian and Kyrgyz mining geologists, including field trips to gold and oil fields. Performed several trips to the south of Kyrgyzstan with Australian geologists looking at the oil and gold development and exploration potential in Kyrgyzstan. Performed the gold exploration trip to the existing Jerooy quartz ores and free gold mine in Talas region of Kyrgyzstan.

- Taught the Russian language to adults.

**Burns and Roe Energy Consortium, USAID Contractor, Bishkek, Kyrgyzstan**  
Oct. 1994 – Jan. 1997

*Russian Interpreter/Translator/Instructor*

- Performed highly technical Russian-English and English-Russian translation and interpretation for two projects, namely the Feasibility Study for Rehabilitation of Bishkek Combined Heat and Power Plant and District Heating System and Power Market Study for Kambarata Hydro-Power Plant in Kyrgyzstan.
- Taught the Russian language to the Project staff on a regular basis.
- Entered data and prepared invitations for visa processing.
- Served as a liaison point between local engineers and US-based engineers.