



Curriculum Vitae Europass



Personal Information

First name(s) / Surname(s) Natalia Alekhina
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VAT entry number IT 04579130966
Nationality Russian
Date of birth 20/09/1959
Gender F

Occupational field

Mother language Russian
Other language(s) Italian
English

Fields of competence

From Italian into Russian only:
Gastronomy, pasta equipment, braking systems, Italian commercial and civil law, marketing, wood processing

From English into Russian / from Italian into Russian:
Oil and gas refining and petrochemistry, valves, pipelines, HSE, electrical installations, civil engineering, construction works, cathodic protection, project management, quality assurance, agricultural machinery, fitness equipment

Computer skills and competences

CAT-tools:
Memoq, Déjà Vu, Star Transit, SDL Studio,
Translation Aids: X-Bench, Olifant, Polyglossum, Abbey Lingvo, TranslateCAD
Windows Applications: Windows Office
CAD Applications: Bentley Microstation J7; Bentley Microstation v8; Autocad;
OCR Applications: ABBEY Finereader, Adobe Acrobat, Nitro PDF .
HAZOP application: PHAworks

Education

Date 21/07/1981
Title of qualification awarded Degree in German Studies
Principal subjects/occupational skills covered German language and linguistics, English language and linguistics, translation theory, language teaching methodology
Name and type of organization providing education and training Irkutsk State Linguistic University

<u>Training</u>	Master in Marketing with Baical National University of Economic and Law and TACIS (Presidential Program, 1999), Internal Audit for ISO 9000 Quality Systems with TÜV Rheinland (1994),
Working Experience	
Dates	05.2013 – today
Main activities and responsibilities	<p>Freelance translator for Star S.p.A.</p> <ul style="list-style-type: none"> - translating technical documentation for Agency clients <p>Collaboration with Maire Technimont S.p.A.</p> <ul style="list-style-type: none"> - interpreting in kick-off meetings, business meetings, 3D model sessions and HAZOP (CORU Project Gazprom Neft, Amur Gas Processing Plant Gazprom) <p>Collaboration with Pietro Fiorentini S.p.A.</p> <ul style="list-style-type: none"> - Interpreting in business negotiations with Gasprom St. Peterburg <p>Freelance Interpreter for Foster Wheeler Europe</p> <ul style="list-style-type: none"> - interpreting in HAZOP sessions for Foster Wheeler, UOP and Gazprom (MNPZ)
Dates	<p>01.2012 – 05.2013</p> <p>Freelance translator and Interpreter with Siirtec Nigi S.p.A and Gazprom Komplektaziya for South Stream Project</p> <ul style="list-style-type: none"> - translating specifications, reports, studies, drawings in dwg / dgn / pdf) into Russian; - translating RF standards and drawings into English. <p>Freelance translator with TTA agency for Norilskiy Nikel Project</p> <ul style="list-style-type: none"> - translating specifications, wavers, reports, studies, drawings in dwg / dgn into Russian; - translating national standards and bid documentation into English.
Dates	04.2010 – 01.2012
Occupation or position held	Project Assistant
Main activities and responsibilities	<p>Translation coordinator/interpreter for 3 Italian projects in Kazakhstan: Power Plant, New Shipyard and New Gas Plant (FS phase):</p> <ul style="list-style-type: none"> - interpreting during Plot Plan review with consultant/client and during meetings with representatives of ENI and Government of Kazakhstan, - translating full package of cost estimation and interpreting during meetings with Client's estimators, - interface between Italian project team and engineers of Kazakh Institute KING, supervising project activities, - translation of GOST and SNiP standards and of Project Final Reports .
Name and address of employer	BASIS Engineering S.r.l., via Corradino d'Ascanio, 4, Milan
Type of business or sector	Oil&Gas, engineering, energy, pipelines, environment and infrastructure
Main activities and responsibilities	Translating project documentation, reviewing translated documentation, design specifications and drawings (Skema Tozzi S.p.A., ABB Italia, Tecnimont S.p.A.)
Date	06.2009 – 04.2010
Occupation or position held	Freelance translator with Kasakova Traduzioni Milan
Main activities and responsibilities	Translating CAD drawings and e technical descriptions (Skema Tozzi S.p.A., ABB Italia, Tecnimont S.p.A.)
Dates	11.2008 – 06.2009
Occupation or position held	Translator/Interpreter
Main activities and responsibilities	Translating project documentation, reviewing translated documentation, design specifications and drawings (AutoCad and Bently Microstation) for "Nizhnekamsk oil refining and petrochemical plant" project, Nizhnekamsk, Republic of Tatarstan (Russia), client OJSC Taneco. Interpreter during P&I review with consultant/client, interpreter in technical clarification meetings with Russian Design Institutes in Milan.

Name and address of employer	Saipem S.p.A., Viale Alcide De Gasperi 16, San Donato Milanese
Type of business or sector	Oil & Gas installations, petrochemical complexes, pipelines, environment and infrastructure
Dates	09.2004 – 11.2008
Occupation or position held	Translator CAD/Interpreter
Main activities and responsibilities	Translator and interpreter for “Kashagan East Field Development” project for following disciplines: -engineering, geology, oil and gas production, drilling, environmental protection: operating manuals, equipment specifications, drawings, certifications, standards and regulations etc. - Translation of drawings in AutoCAD and Bentley Microstation - Interactive interpreting and interface between engineers of Kazakh Institute “NIPIneftegaz” and Italian company “Tecnomare”.
Name and address of employer	Tecnomare S.p.A., Via Caviglia 11, Milan
Type of business or sector	Offshore Oil&Gas installations, pipelines, offshore engineering
Dates	01.2001 – 09.2004
Occupation or position held	Freelance translator (Russian Aluminum Company, Tenaris Dalmine S.p.A., Agrodorspezstroy Ltd.)
Dates	10.1990 – 06.2000
Occupation or position held	Translator/Interpreter
Main activities and responsibilities	Consecutive interpreting in business negotiations with foreign partners (Agusta S.p.A., Avionica S.r.l., TÜV Thuringer, Unioncamere Toscana, Biesse S.p.A). Official translator and interpreter for ISO 9000 certification of Irkutsk Cable Plant (preparation phase and audits)
Name and address of employer	Russian Chamber of Commerce and Industry - East Siberian branch, Irkutsk, Russia
Date	06.1985 -09.1990
Occupation or position held	Translator/Interpreter
Main activities and responsibilities	Technical translator/Interpreter on site for: - Belarusian metallurgical plant, delivered by Voest Alpine AG and Danieli S.p.A. on turnkey basis; - Sumy Drill Collars and Pipes Plant, delivered by Danieli S.p.A. on turnkey basis;
Name and address of employer	Foreign trade association "Metallurgimport", Moscow, Russia
Date	02.1983 - 06.1985
Occupation or position held	Translator/Interpreter
Main activities and responsibilities	Technical translator/Interpreter for Hoechst AG e Kloeckner AG during start-up and commissioning of Sajank Chemical Plants, supervised by KHD GmbH
Name and address of employer	Foreign Trade Association "Techmashimport", Moscow, Russia
Date	06/1981 – 10/1982
Occupation or position held	Stage
Main activities and responsibilities	Tourist guide/consecutive interpreter
Name and address of employer	VAO INTOURIST, Irkutsk, Russia