

English-Italian-Russian Translator/Interpreter

First name / Surname	Alina Temirova
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Proz.com	http://www.proz.com/translator/1109383
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Working fields	Law (general), Law: Contracts, Business/Commerce (general), Finance (general); Advertising/Public Relations, Marketing/Market Research, Management, Environment&Ecology; Tourism&Travel, Internet, e-Commerce.
Work experience	
Dates	01/2015 - present
Occupation or position held	English-Italian-Russian Translator/Interpreter
Name and address of employer	Freelance
Dates	09/2013 – 01/2015
Occupation or position held	English-Italian-Russian Interpreter / Translator
Main activities and responsibilities	Complex linguistic support of the company activities: translating documentation, technical guidelines, contracts, memos, press-releases, web-site materials, internal communications, articles, correspondence; terminology management, proofreading and editing; project linguistic support, consecutive and simultaneous meetings interpreting.
Name and address of employer	Enel Russia (former Enel OGK-5)
Type of business or sector	Utilities: Energy Generation SAP (Permit-to-work system, cost-estimate mechanism in project management module, FI, MM modules, other improvements), electricity-market bidding system, power-plant data collection system, electronic financial workflow, etc.
Main projects	
Dates	01/2012 – 08/2013
Occupation or position held	English – Russian Translator/Interpreter, Marketing Manager
Main activities and responsibilities	Translating technical documentation, food-processing equipment manuals (en-ru), food-processing procedures, correspondence (mails), interpreting negotiations, trainings, PR and marketing materials, etc.
Name and address of employer	Trade Design
Type of business or sector	Catering and Food Industry Equipment Dealer/Distributor
Dates	11/2010 – 12/2011
Occupation or position held	English Translator/Reviewer (Freelance)
Main activities and responsibilities	Translating and summarizing scientific articles in economics, world economy, business studies, agriculture, European studies - VINITI (All-Russian Institute of the Scientific and Technical Information) of the Russian Academy of Science (Moscow)
Name and address of employer	Academy of Science (Moscow)
Type of business or sector	Science
Dates	08/2009 – 10/2010
Occupation or position held	Administrative Assistant
Main activities and responsibilities	Assistant to the General Director with the administrative duties (paperwork), translation, consecutive interpretation
Name and address of employer	Keystone Foundation for Children and Families (Moscow),

Type of business or sector | Charitable Organization, NGO

Education and training

Dates	2002-2009
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Title of qualification awarded	Diploma of Manager in Public Administration with Honor
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Name and type of organization providing education and training	Peoples Friendship University of Russia , The Department of Humanities and Social Sciences
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Dates	2002-2009
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Title of qualification awarded	Translator /Reviewer (English language)
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Name and type of organization providing education and training	Peoples Friendship University of Russia, The Department on Foreign Languages and General Subjects
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Dates	2012-2013
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Title of qualification awarded	Postgraduate diploma in translation and consecutive interpretation
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Name and type of organization providing education and training	Lomonosov Moscow State University , Russia, Moscow , Higher School of Translation and Interpretation
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Dates

Title of qualification awarded	2014-2015
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<p>Title of qualification awarded</p> <p>Name of the institution</p>	<p>Master in Theory and Practice of Translation</p>
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Name and type of organization providing education and training	University of Florence (Italy), The Department of Languages and Intercultural Studies
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Other courses and certificates

Dates	2013
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Name and type of organization/certificate	The Certification of Italian as a Foreign Language, Level 4 (C2)
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2012

Dates tefexpress.co.uk 120 hours Advanced TEFL Course

Name and type of organization/certificate	(Teaching English as a Foreign Language, Teaching English to Speakers of Other Languages)
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Other

Mother tongue	Russian
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Other languages

*Self-assessment

****European level**

Italian

English*

French*

	Understanding			Speaking			Writing		
	Listening		Reading	Spoken interaction		Spoken production			
C2	Advanced	C2	Advanced	C2	Advanced	C2	Advanced	C2	Advanced
C2	Advanced	C2	Advanced	C2	Advanced	C2	Advanced	C2	Advanced
B1	Basic	B1	Basic	B1	Basic	B1	Basic	B1	Basic

(**) Common European Framework of Reference for Languages

Software/CAT-tools	SDL Trados Studio 2011, 2014, Passolo, Memsource, Across, xBench, Office.
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