

## PERSONAL INFORMATION

# Sergei Krotov



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Telegram: @Sergei\_27

Male, 02/05/1983

**JOB APPLIED FOR** Translator, editor, interpreter, vendor manager  
English, Russian, Portuguese

## WORK EXPERIENCE

01/10/2007–Present **Translator, editor, proofreader, vendor manager**  
Freelance and in-house positions  
- **around 4 mln words translated and edited by 2023** -  
translation, proofreading and editing jobs

Hundreds of projects for Amazon, Apple, Lenovo, Bandai Namco, Machine Zone, Visa, Steam, Pioneer, Google, Canon, Adobe, Lifepoints, Kantar and others (user manuals, end user agreements, interface localization, online surveys, etc.)

2022–Present **Translator, editor, proofreader**  
Lionbridge, Apple account  
Apple communication, educational and service materials

2018–Present **Translator, editor, proofreader**  
GloboLexicon (UK) currently Toppan Digital Language  
- marketing research localization and adaptation  
- translation, proofreading, review, LQA

2011–2018 **Translator, Vendor Manager**  
Contentech, Future Group, Cairo (Egypt)  
- translation, proofreading and editing  
- vendor database maintenance (translators, reviewers, freelancers/agencies) -  
finding, testing and onboarding new candidates for the database  
- Vendor Management for specific projects

2011–2018 **Translator, editor, proofreader, vendor manager**  
Eurolingo, Czestochowa (Poland)  
- translation, proofreading and editing tasks  
- finding and onboarding translators for projects in multiple language combinations

2009–2013 **Lecturer**  
Linguistic Institute of Altai State Pedagogical Academy, Barnaul (Russia)  
Assistant Lecturer at the Translation and Intercultural Communication Department, Linguistic Institute of Altai State Pedagogical Academy, Barnaul, Russia  
Classes taught: English Grammar and Speaking Skills; Computer Assisted Translation; Commercial Translation, Translator's Professional Qualification Development

2006–2014 **Interpreter**  
Silver Rain Radio, Barnaul (Russia)  
Live co-hosting and interpreting foreign guests specializing in different fields

## EDUCATION AND TRAINING

2009–2012 **Postgraduate in Germanic Languages**  
Linguistic Institute, Altai State Pedagogical Academy, Barnaul (Russia)  
Germanic languages  
Cognitive linguistics

2005–2009 **Linguist, Teacher of English and German**  
 Linguistic Institute, Altai State Pedagogical Academy, Barnaul (Russia)  
 Master's Degree in Teaching English and German languages  
 Master's Degree in Linguistics

2005–2009 **Translator of the English and German languages**  
 Linguistic Institute, Altai State Pedagogical Academy, Barnaul (Russia)  
 Translator's Professional Qualification Development, Linguistic Institute

2000–2001 **Journalist**  
 Altai State University, Barnaul (Russia)  
 Journalism and Art of Writing

**PERSONAL SKILLS**

**Mother tongue(s)** Russian

**Foreign language(s)**

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	C2	C2	C2	C2	C2
Master's in Linguistics and Intercultural Communication Diploma (2009)					
Chinese	A2	A2	A2	A2	A2
Jiangxi Science and Technology University, China, HSK 3					
Portuguese	B2	B2	B2	B2	B2
University of Lisbon, Faculdade de Letras, Instituto de Cultura e Língua Portuguesa					

**Communication skills** Team player easily adapting to multicultural environments. Extensive experience in international cooperation.

**Organisational / managerial skills** Experience in project, team and vendor management.

**Job-related skills** Responsibility and quality control. Never missed a deadline. Advanced terminology research skills. Quick turnaround and ability to meet tight deadlines.

**Digital skills**

SELF-ASSESSMENT				
Information processing	Communication	Content creation	Safety	Problem-solving
Proficient user	Proficient user	Independent user	Independent user	Proficient user

Digital skills - Self-assessment grid

Advanced user. Excellent command of most CAT tools (SDL Trados, Transit, Wordfast, MemoQ, etc.), word-processing, PDF, sound and video editing applications.