

CONTACT INFORMATION:

Address: Uralskaya 56-4,
455000 Magnitogorsk • Russia
Mobile: +79123000024
Skype: anna_kashrina
E-mail: ana30@yandex.ru (main)

CREDENTIALS

Technical Translator with the diploma in translation and linguistics by Magnitogorsk State University, Magnitogorsk, Russia.

LANGUAGES

Russian - native

English - equivalent to native

German for basic communication, not for translation

MAIN SERVICES OFFERED

- Text Translation: English > Russian
- Text Translation: Russian > English
- Other services on request or outsourced

SOME SPECIALIZED SUBJECT AREAS

- Contracts
- Operational manuals
- Safe work procedures
- Human Resources
- Instructional Material at all levels (from a simple user guide to complete training programs)
- General Technical Materials

KEY SOFTWARE USED

- SDL Trados Studio, Memoq
- Microsoft Word, Excel, PowerPoint
- Illustrator, AutoCad
- Adobe Acrobat

PROFESSIONAL EXPERIENCE

2003-up to now - Freelance translator

Translation of technical documentation, catalogs, operational and training manuals, safety procedures, drawings, quotations.

2008-2017 - SMS Siemag Services, Russia – in-house translator.

- Translation of technical documentation (Operation manuals)
- Job Descriptions translation
- Safety Procedures Translation (electrical and mechanical ones)
- Translation of inspection sheets (mostly dealing with metallurgical equipment)

- Translation of contracts and agreements (various supplements and addendums)

2001-2008 - LLC «Magnitogorsk Iron and Steel Works», Russia - *in-house translator*

- Translation of technical documentation, contracts, correspondence, marketing texts, quotations.

**THANK YOU FOR YOUR TIME.
REFERENCES AVAILABLE UPON REQUEST**