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**Source/Target language:** English/Russian to Russian/English

**Fields of expertise:** aviation, traveling, mass media, fashion industry, beauty, nutrition, cooking, blogging.

## EXPERIENCE

2012 - present time      **Translator/Interpreter, Free-lancer; Teacher, English-by-Skype**

Duties and Responsibilities: a) translate text from English to Russian/Russian to English in the aviation field, food, diet, nutrition, fashion, beauty, etc. b) teaching English to Russian speakers via Skype.

**Proofreading/editing:** English to Russian for www.Ebay.com and Lingotek.

2011                              **Catering Supervisor, Sodexo, Inc., Winchester, VA.**

a) coordinated room layouts for the catering department, maintained bar inventory for functions; planned special events of several hundred guests, b) accommodated client requests/concerns.

2008 – 2009                      **Head of Agreements and Claims/Translator, Airlines Atlant-Soyuz, Moscow.**

a) maintained Aircraft Lease Agreements , b) revised invoices in accordance with agreement terms and conditions.

**Translation:** accounting paperwork, legal documents for Russian Customs, Lease/Purchase Agreement for Aircraft Spare Parts

2008                              **Senior Specialist of Contracts and Agreements/Translator, AirUnion Airlines, Moscow.**

a) gathered and translated documents for the Customs procedures for aircraft operation in Russian territory, b) negotiated/interpreted with top management regarding Lease conditions and mutual preparation of the Lease Agreement of Boeing aircraft with Debevoise & Plimpton LLP (legal firm).

2001 – 2008                      **Head of Fleet Management, AirUnion Airlines/Translator, Krasnoyarsk.**

a) prepared/translated the Condition Precedents for Aircraft Lease Agreements, b) translated, negotiated, and submitted insurance policies, official letters, certificates, records, and the other documents to the Lessor, c) coordinated aircraft inspection and acceptance in Paris, France, d) maintained the status of payments and accounts, correspondence with foreign partners (Boeing, cfm,Pratt &Whitney), e) coordinated transportation, registration of the English speaking VIP participants. I organized the following air shows and exhibits: MAKS-2001, 2003 (INTERNATIONAL AVIATION AND SPACE SALON, Moscow, Leisure- 2002 (Moscow), Siberian air show 2001, 2002 (Krasnoyarsk).

**Translation:** Aircraft Lease Agreement, Lease/Purchase Aircraft Engines or Spare Parts, Contract of Crew Training, Legal and Charter documents of the airline for FAA, IAA

2004 –2005                      **Operation Manager, “IYO”, Bangkok, tour operator in Thailand.**

a) coordinated Russian and Kazakh tour agencies, b) organized and confirmed booked tours and excursions, hotel arrangements, d) issued invoices.

## OTHER EMPLOYMENT EXPERIENCE

2000 – 2001                      Correspondent of the News “Krasnoyarsk Today”, the company “Prima TV”.

2000                              Assistant of the General Director, the television company “Afontovo”.

1999                              Secretary, the Election campaign of Delegate to the State Duma (Congress).

## EDUCATION/TRAINING

2012                              World Education Services (WES USA) certification of education

1994-1999                      Master’s degree in philology (Teacher of English and German languages), State Pedagogical University Russia, Krasnoyarsk

07/2002 – 10/2002              National Institute of Small Industry Extension Training, Hyderabad, India.