



Gulnar Sultanbek
English and Russian to Kazakh translator

CURRICULUM VITAE

PERSONAL INFORMATION:

Name: Gulnar Sultanbek Zhumadullayeva
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SUMMARY

A certified freelance full-time translator with a Diploma in Linguistics and Translation and over 11 years experience of teaching and translating (working with several organizations in Russia, Europe and the US). Graduate of International Hoca Ahmet Yesevi Turkish-Kazakh University. Organized, reliable professional with vast translation, localization experience and proven ability to take on new challenges and get familiar with new tools and processes. Would like to work as a translator / transcreator / subtitler / localization specialist for a successful and ambitious company that offers great opportunities for career development and progression.

LANGUAGE PAIRS

English to Kazakh	Kazakh to English	Russian to Kazakh	Kazakh to Russian
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SKILLS AND PROFICIENCIES

- 11 years of proven experience: 6 years in teaching English at school and University; 5 years as an in-house notary translator.
- Strong interpersonal skills.
- Excellent grasping power and effective at multi-tasking.
- Attention to details and work efficiently with minimum supervision.
- Strong command over verbal and written English, Russian and Kazakh languages.
- Prepare well researched and accurate documents, presentations, reports, etc.
- Excellent typing and short-hand skills

AREAS OF EXPERTISE:

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|-----------------|-------------------------------------|
| ➤ Translation | ➤ Post-editing |
| ➤ Transcreation | ➤ Glossary creation |
| ➤ Proofreading | ➤ Website and software localization |
| ➤ Subtitling; | ➤ Brand name analysis |

WORK EXPERIENCE

ProZ.com Kazakh Localization team leader

2014 - Present

Localized ProZ.com 2014 year-end campaign (Nov 13 - Dec 11) into Kazakh and delivered it ready for the final usage.

Legal translator

2010 – Present

Centre of Nation Services

Duties include:

- Giving advice and instructions concerning legal translations.
- Notary certified translations of passports, certificates of birth, marriage, driver's license, scientific articles for publishing, general translations.
- Certified translations of contracts, certificates, summons, wills, employment agreements, etc.
- Editing work comprised of reviewing, revising and drafting contracts, agreements, governmental notifications, correspondence and other legal documents so that consistency is maintained between the Kazakh source documents and the English versions.
- Interviewing prospective editor candidates and training newly-hired editors.
- Drafting English language educational materials for Kazakhstan attorneys and staff members.
- Preparing office policy guides for distribution to English-speaking associates, editors and summer clerks.

Foreign Language Teacher / Lecturer / Examiner

2008 – 2010 Regional

Social-Innovative University

Carried out teaching and research duties. Involved in the administration of degree and postgraduate courses as well as responsible for organizing lectures and supervising seminars and tutorials:

- Organized, implemented and monitored programmes and assessments.
- Was responsible for preparing learning material for courses and devising relevant practical activities.
- Involved in course team activities and curriculum development for students.
- Participated in the interviewing of potential students.
- Involved in devising future plans to remain students focused.
- Assessed students` course work and material.
- Involved in the set up of exams and the marking of results.
- Bore responsibility for the departmental administrative tasks.
- Provided mentoring, advice and support to students on a personal level.
- Implementing University research projects and involved in its publication.
- Taught English history, Theory of Translation, Legal English, Lexicology, Stylistics.
- Prepared monthly reports for senior managers.

- Encouraged students to ask questions and to express their difficulties.
- Established effective classroom management practices.
- Gave feedbacks to pupils and writing progress reports for their parents.
- Identified special needs of pupils and those with learning disabilities.
- Participating in after school extra-curricular activities.
- Listened to students to understand their concerns and needs.
- Responded to misbehavior in an effective but measured way.
- Taught pupils who have experienced difficulty with mainstream education.
- Prepared and set tests, examination papers, and exercises.
- Organized school parties, competitions and field trips.

COMPUTER SKILLS

Excellent in internet research work and active networking.

Proficient in Microsoft suite - Word, Excel, PowerPoint and Outlook Express, Abby Fine Reader 11, Abby Lingvo*5 Pro, Trados Studio 2014 Freelance, Multiterm 2014 Desktop (licensed), Adobe Reader, Adobe Page Maker, MateCat, InDesign, Passolo 2011(licensed),

ACADEMIC QUALIFICATIONS:

M.A. in Translation & Localization Management

International Hoca Ahmet Yesevi Turkish-Kazakh University 1999 – 2003.

B.A. Degree in Teaching English as a Foreign Language

Regional Social-Innovative University

Ministry of Education and Sciences, Republic of Kazakhstan, certified to teach English at the University level; Notary certified translations.

MEMBERSHIP

ATA (American Translators Association) ID # 261716

https://www.atanet.org/tsd_edit_php/tsd_edit.php

Linked In profile: https://www.linkedin.com/profile/view?id=350301031&trk=spm_pic

ProZ.com profile: <http://www.proz.com/translator/1918910>

Translators without borders

Online volunteering

Rosetta foundation



COURSES ATTENDED

Letter of Communications	International Hoca Ahmet Yesevi Turkish-Kazakh University
Business English	International Hoca Ahmet Yesevi Turkish-Kazakh University
Writing reports	National Center of Informatization
Comprehensive course in computer sciences	National Center of Informatization
Advanced English language course	National Center of Informatization

REFERENCES AVAILABLE UPON REQUEST