

## PERSONAL INFORMATION

## Daniil Shcharbunou

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💬 [Viber, WhatsApp](#) Available 24/7 (cell phone number above)

💬 [Skype](#) Daniil Shcharbunou (used very rarely, basically only for the needs of ongoing projects)

♂ Sex Male | 📅 Date of birth 01/01/1979 | 🇧🇪 Nationality Belarus

## JOB APPLIED FOR

## Freelance Translator (EN-RU)

## WORK EXPERIENCE

2002 – Present Time

## Translator / Interpreter (Language combinations: EN-RU, DE-RU)

OJSC “BELAZ” – Management Company of Holding “BELAZ-HOLDING” ([www.belaz.by](http://www.belaz.by))

- Translation of various types of technical and engineering documentation: operation, maintenance and repair manuals, technical specifications, drawings, international standards, patents, etc.
- Translation of various types of PR, economic and legal materials: correspondence, contracts, tender documentation, press releases, corporate annual/financial reports, content for the corporate website and social media networks, etc.
- Assistance in negotiations with clients and suppliers in corporate HQ and on business trips, translation support for the technical/financial/governmental delegations visiting corporate HQ.
- Assistance in preparation of the corporate trade shows worldwide (negotiations, contracts for booth design and additional equipment/services as well as transportation/assembly/disassembly of equipment samples, etc) and work at the company’s booth during this events.

🏭 Business or sector OEM for mining equipment (extra high payload capacity dump trucks, loaders, dozers, watering trucks, underground mining equipment, etc.)

2003 – Present Time

## Freelance Translator (Language combination: EN-RU)

Cooperation as a freelancer with different translation offices for localization of software, UI, user manuals, presentations, marketing materials, training materials, knowledge bases, web-sites for different companies including Microsoft, Google, Axis Communications, Still GmbH, LaCie, etc.

## EDUCATION AND TRAINING

1996 – 2002

## Translator/Interpreter Consultant (English/German) with specialization in Economics and Management (Bachelor’s degree)

Minsk State Linguistic University, Minsk (Belarus)

Subjects: Languages (English/German), Translation, Economics, Management

PERSONAL SKILLS

Mother tongue(s) Russian

Other language(s)

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
English	Excellent	Excellent	Excellent	Excellent	Excellent
German	Fair	Fair	Fair	Fair	Fair
Belarusian	Very good	Very good	Very good	Very good	Very good

Professional Experience Highlights

- **Overall work experience** – more than 17 years.
- **Experience with EU material.** For more than a year I have been translating various EU and EEAS projects for PRESTO (Czech Republic). In addition to that I was involved in translation of various EU materials for my "in-house" position at OJSC "BELAZ" which mostly relate to the activity of the company (EU Machinery Directive, various materials on EU Certification and different European Standards).
- **Experience with Legal materials.** Significant amount of my translation assignments on my "in-house" job includes translation of different Sales/Purchase Contracts, NDAs, MOUs, LOIs and patents. As part of these assignments I not only translate the texts but also stay in contact with our corporate and counterpart's lawyers to harmonize the wording in order to make it suitable for Belarusian and counterpart's legislation.

Communication skills

- Good communication skills gained through participation in various trade show, conferences, etc
- Good coordinating, mediating and team work skills gained through work in intercultural environment with the need to organize communication between people of different ages, tempers and religions

Organisational / managerial skills

- Managerial skills: although I am not a formal manager I do distribution and prioritisation of translation jobs in the company department I work for.
- Organisational skills: I am a contact person for several cooperation projects and besides translation of materials I do perform manager's assistant duties keeping track of project phase deadlines and distribution of information between the team members. When I am assisting any manager of engineering team on a trip I am also responsible for visas, air flight tickets, transfers, hotels, accommodations as well as for organisation/confirmation/rescheduling different meetings.

Computer skills

- Very good knowledge of Microsoft Office applications.
- Basic knowledge of Adobe products (Photoshop, InDesign, Illustrator), CorelDraw and some other DTP and image/video processing software.
- Perfect knowledge of different CAT software: Trados, MemSource (use it all the time); SDLX, Déjà Vu, Multiterm (used them quite a lot in the past years); Idiom (Google), LEAF, Helium, MS Loc Studio (Microsoft) (do have a vast experience with those client related applications).