

CURRICULUM VITAE NATALIA MANOILOVA

TRANSLATOR AND INTERPRETER



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NATIONALITY

Ukrainian

LANGUAGES

Russian: Native language
Ukrainian: Excellent
English: Excellent
German: Fair

LANGUAGE PAIRS

Russian > < English
Ukrainian > < English

IT SKILLS

MS Office (MS Word,
MS PowerPoint)
Fine Reader

Areas of specialization

8 years of translating and interpreting experience (for such companies as METINVEST, INTERPIPE, CORUS, SIEMENS VAI, HATCH, SHELL, Ukrainian translation agencies) in the following fields:

- Metallurgy and machine building (design and technical documents, manuals)
- Legal documentation (contracts, agreements, memoranda)
- Marketing
- Business and administration

Education

2002 – 2007 Priazovsky State Technical University, Mariupol, UKRAINE
Specialist in translation

Work experience

- 2007 - 2009 PJSC "Azovstal Iron and Steel Works", METINVEST HOLDING, UKRAINE
Technical translator and interpreter
Translating and proofreading of texts in metallurgy, mining and machine building (design and technical documents, manuals, regulatory technical documents, specifications), law (supply contracts and service agreements, memoranda), construction, environment, finance, HR.
- 2009 - 2013 PJSC "Azovstal Iron and Steel Works", METINVEST HOLDING, UKRAINE
Translator and interpreter to Director General
Translating of texts in the abovementioned fields, interpreting top management negotiations, executive board meetings, inter-company conferences and trainings (both simultaneously and consecutively).
- 2013 - 2015 Translation agencies "AZBUKA" and "MASTER", UKRAINE
Freelance translator
Translating and proofreading of texts in metallurgy, mining, machine building, oil and gas recovery, construction, law, tourism, marketing, medicine and pharmaceuticals.
- 2015 – now PJSC "INTERPIPE NTRP", UKRAINE
Technical translator
Translating and proofreading of texts in pipe production, oil and gas recovery, metallurgy, construction, environment, quality assurance, interpreting negotiations of sales and technical specialists, top management meetings (both simultaneously and consecutively).

Personal summary

I am a multi-skilled, reliable and experienced translator, ready to meet tight deadlines, well-organized, quick learning and scrupulous in details. I have a responsible and mature approach to every task I receive, showing perfect results in both team and individual projects. I will be glad to cooperate, if quality is a must for you.