



Russia, Moscow region, Noginsk,

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ok778877@mail.ru

### **Professional Summary**

Qualified professional English/Russian translator and interpreter (freelance) with excellent communication and interpersonal skills, hard-working, friendly and client-oriented.

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### **Education**

*Internship in Germany, Academy of Economics*  
(Economics and Finance)  
Certificate  
Completed: 2007

*Presidential Program for managers:*  
Marketing Specialist with English  
Completed: 2007

*Bachelor of Russian and English Languages (Linguistics)*  
Kostroma State University  
Graduated: 2002

### **TRANSLATION AND INTERPRETING SPECIALIZATIONS:**

**GENERAL** Education, websites, certificates, correspondence, tenders

**BUSINESS** Tourism, accounting, banking, financial, logistics, shipping, catering and trade, insurance, economics, marketing

**TECHNICAL** Machinery, electronics

**LEGAL** Contracts, official documents, EU legislation

**MEDICAL:** Dentistry (dental technology, equipment), cancer research, nursing, health care

**SCIENCE** Psychology, biology, microbiology

## **Employment History**

### **December 2007 — May 2011:**

Long – term project with Fitch Ratings (Finance, Accounting, Law and Business translations)

### **June 2011 – Present:**

**Translator and interpreter: International long–term projects. Finance, Accounting, Legal, Business, Technical, Microbiology, Dentistry, Psychology, Politics, Travel Agencies**

Other translation fields: upon clients' request

### **Responsibilities:**

*Provided* translation services for any documents, research or administration;  
*Liaised* with English speaking staff, stakeholders and the public;  
*Developed* a dictionary with common words and phrases used in the industry

### **Main Achievements:**

*Provided professional translation services* for project proposals and official communication needs within international partnerships and international delegates;  
Translated medical materials, technical and scientific texts, user/automotive manuals, web pages, software localization, medical device software, press releases, patents, subtitles and tourist guides for my clients;

*Translated* a lot of business reports, presentations and researches for my clients;  
*Translations and interpreting:* negotiations' planning and participation (basically with European partners and investors) within the framework in joint venture enterprise (3, 5 years);  
*Banks, Moscow:* electronic auctions (legislative instruments), liaison with English speaking staff, stakeholders and the public (1 year); legal and financial translations.  
*Assisted in creating* glossaries and proofreading translated materials.

### **September 2000 – Present: English and Russian Language Coach Private clients, Moscow Region**

#### **Responsibilities:**

Provide coaching services to students and business professionals seeking proficiency in English and Russian

### **Other Skills**

Déjà Vu, 1-C Bukhgalteria (Accounting, soft), MS Office.

### **References and Portfolio**

Upon request