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SUMMARY

- Over eighteen years experience in the field of English-Russian technical translations, extensive experience of work as a staff and freelance technical translator, proofreader, team leader and translation project manager
- Provided freelance technical and business translation services for oil & gas, engineering, oilfield service, high-tech and environmental companies, translated documents for all project disciplines and business documentation, including data sheets, specifications, manuals, contracts, proposals, etc.
- Advanced computer user, expert knowledge of Computer Aided Translation (CAT), word processing, spreadsheet, presentation, CAD and other software applications, experience of modifying software and VBA writing code for automation of repetitive translation tasks
- Experience in performing complex and urgent translation projects, fast turnaround, excellent formatting skills

TECHNICAL TRANSLATIONS (SINCE 1991)

Petrobank Energy and Resources

- translation of technical documents (heavy oils production)

Hanover Company, currently Exterran (Engineering / Oilfield equipment / Oil & Gas Treatment and Processing Equipment)

- various technical and business documentation for the Hanover projects in Russia, marketing documents, proposals, etc.

Maloney Industries (Gas processing plants / Glycol Dehydration / Fired Heating Equipment)

- large volumes of technical and business documents, equipment operation and maintenance manuals

Aker Kvaerner Process Systems (Oil and Gas Systems)

- technical and business documents, equipment operation and maintenance manuals

De Beers Group Services (Pty) Limited (Geology/Diamonds)

- various technical and business documentation, including description of drilling scope, bulk sampling scope, legal documents, etc.

NATCO Canada (Oilfield equipment design and supply)

- translation of project documentation (oilfield equipment supply for Lukoil-Narjanmarneftegas)
- the scope of translation projects included process description, data sheets and specifications, operating and maintenance manual for oil field process equipment (free water knock out separators, heater-treaters, desalters, etc.) including vendors' technical documentation (the total of approx. 3,000 man hours of translation)

Tri-Ocean Engineering / Tri Ocean Natchiq Engineering Ltd. (Multidisciplinary engineering projects) Salym Oil Field Development Project for Shell & Salym Petroleum Development

- coordinated the work of temporary translation groups of 4 to 6 translators to ensure timely and efficient completion of urgent translations
- translation of project drawings using AutoCAD 2002
- translation of technical documents of various project disciplines (structural, civil, electrical, HVAC, etc.)

Tri-Ocean Engineering / Tri Ocean Natchiq Engineering Ltd. (Multidisciplinary engineering projects) Orlan Offshore Drilling Platform Modification Project for Exxon Mobil

- translation of project drawings using AutoCAD 2002
- translation of project documentation, including various technical, project management documents, contracts, tender documentation and correspondence using MS Word, Excel, PowerPoint, Visio, etc.
- translation of technical documents of various project disciplines (structural, civil, electrical, HVAC, etc.)
- proofread all types of documents translated by other members of the in-house translation team

TECHNICAL TRANSLATIONS (CONTINUED)

Bateman Engineering Ltd. (Multidisciplinary engineering projects / Oil & gas / Process)

- provided translation services for various projects, including Tomskneft Compression Station Design and Construction Project, Turkmenistan Gas Infrastructure Projects, Ufa Oil Refinery Revamp, Melamine Plant Feasibility Study, etc.
- coordinated the work of ETC group and Bateman's in-house translation team for implementation of urgent translation projects and tasks
- established terminology, formatting and style requirements, set up work schedules, designed MS office templates for specific types of documents

Kaspersky Lab Ltd. (Various software localization projects)

- participate in various software localization projects, including Kaspersky Anti-Virus ® (Personal, Pro, Corporate Suite), Kaspersky Anti-Spam ® (Enterprise, ISP edition), Kaspersky Anti-Hacker
- the scope of work includes: translation and proofreading of resource files, online help files, User's and Administrator's manuals, testing the English translation of the application interface, etc.

Norud Kazakhstan Engineering (Engineering / Oilfield equipment)

- technical documentation for oilfield equipment project performed by Norud in Kazakhstan, including specifications, complete set of project drawings in AutoCAD format, etc.

Rockbestos-Surprenant Cable Corp. (Self-regulating heating cable systems)

- translation of presentation brochures and technical description of self-regulating heating cable system
- provided desktop publishing/custom formatting services (Adobe Illustrator, Adobe Acrobat Professional)

NXT Energy Exploration Technologies, Inc. (Advanced exploration technologies)

- translation of presentation brochures and technical description of SFD (Stress Field detector) technology
- provided desktop publishing/custom formatting services (Adobe Illustrator, Adobe Acrobat Professional)

Enbridge Technologies Inc. (Pipelines / Project Management)

- translation of pipeline integrity and project management educational modules and presentation materials

Phoenix Technology Services Inc. (Measurement while drilling (MWD) systems)

- translation of Phoenix MWD (measurement while drilling) brochure
- provided desktop publishing/custom formatting services (Adobe Illustrator, Adobe Acrobat Professional)

United Safety Ltd. (Oilfield Safety)

- translated a voluminous package documents required for company's registration with Kazakhstan authorities

Petresco International Inc. (Engineering / Oilfield equipment)

- translated presentation materials, company brochure, list of equipment

Various high-tech and engineering companies including:

- Kinder Morgan Canada
- CTI Resources Corporation (Oil & Gas)
- Automatic LLC (Commercial Aviation)
- Eltan Ltd. (Electronics, Engineering, Construction)
- Ludan Engineering Co. Ltd. (Engineering Design)
- IPE Ltd. (Engineering Design and Procurement)
- ENCO Ltd. (Engineering Design and Procurement),
- Kurgan Technical University
- Kurgan Textile Plant

LEGAL TRANSLATIONS (SINCE 1991)

Provided comprehensive language services for over 20 international arbitration litigations for various international law firms and directly to contesting parties.

The types of documents translated:

- statements of claim/statements of defence
- court orders, awards, judgments
- claims and complaints
- legal and financial reports
- summons
- contracts
- court hearing transcripts
- witness statements
- legal memorandums
- settlement agreements
- indictments
- legal memorandums
- press-releases
- other service of process documents and case documents

The list of clients includes

- Marks and Sokolov LLP (USA)
- Podhurst Orseck (USA)
- De Beers Group Services (Pty) Limited (Moscow Office)
- Archangel Diamond Corporation (Canada)
- Maitland Group (UK)
- Bird & Bird (Stockholm Office)
- Norex Petroleum (Canada)
- Exigen Group (USA)
- Lovaas & Lehtinen P.A. (USA)
- Arnold & Porter (USA, UK)
- other confidential clients

EDUCATION

University of Calgary
Computer Programming Diploma, 2002

Kurgan State University (Kurgan, Russia)
Bachelor degree in Linguistics, 1991 (English/German)