



PERSONAL INFORMATION

Irina Kireeva
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OBJECTIVE

Obtain employment in the field of translation that will allow me to use my ability to work with people and take advantage of my excellent knowledge of Russian, English and Spanish.

LANGUAGES

Russian native speaker. Fluent in English and Spanish.

AREAS OF EXPERTISE

Translating legal documents;

Proofreading;

Interpreting;

Terminology;

Multilingual;

European languages.

WORK EXPERIENCE

Translation agency “Glossa”
Senior Interpreter/ translator
August 2009 — September 2018

Duties:

- Translation of documents/letters from a foreign language to Russian, English or Spanish & vice versa. Reviewing and proofreading mother-tongue text;
- Revising more junior translators' translations. Conducting face-to-face interpreting;
- Telephone interpreting.

**Translation center “Cambridge”
Translation project manager.**

September 2013- July 2017

Duties:

- Interpreting of conferences and meetings;
- Monitoring the quality of translation;
- Making reports on the work effectiveness;
- Writing characteristics for the new employees;
- Working with foreign customers and translation agencies.

Education
2006-2009

Rostov State University.
Diploma in English and Spanish translation studies. Qualified as an English and Spanish interpreter and translator.

2009-2013

Rostov Teacher Training College
Diploma in teaching of foreign languages. Qualified as an English teacher.

SKILLS AND COMPETENCIES

Experienced with the translation software tools.
Able to speak English and Spanish fluently.
Intermediate level of Portuguese.
Excellent communication and social skills.

REFERENCES

Available on request.