



## TRANSLATING AND INTERPRETING SINCE 1982

I graduated from the **Minsk State Linguistic University** (Minsk, Republic of Belarus) in 1982 and since then, regardless of my subsequent occupations, I have had to do considerable amounts of translation and interpretation pertaining to various fields of business, economy, engineering, science and many other.

## INTERNATIONAL COOPERATION EXPERIENCE

I can offer proven experience of interpreting/translating at international business negotiations (**Caterpillar, Perkins, John Deere, Deutz, BOSCH, Atlas Copco, SACHS, CZ Turbo, Emitec, CNG One Source** are just some of the many companies having used my services), high level official meetings (**Ministry of Industry, Council of Ministers of the Republic of Belarus, foreign officials**), business forums, trade fairs, engineering training courses etc.

## KNOWLEDGE OF COMMERCE AND ENGINEERING

From 1996 to 2016 I worked as a **Lead Specialist for Export Sales** at the **Minsk Motor Plant**, the largest manufacturer of combustion engines in the CIS (the former USSR) and exporter to more than 40 countries.

My work at the MMP was concerned with diesel, gas and dual fuel engines for diverse applications, parts and components to them, I was also permanently involved in the process of product types and quality management systems approval/certification to international standards, which the company sought and obtained on a regular basis. Naturally, I had to deal with and have the knowledge of the relevant manufacturing (**Freudenberg, Boeringer, Praewema, Starrag Heckert, IPSEN, SMS Elotherm**) and testing (**AVL List, Horiba, Froude Hoffmann, Burford Electricals, Motorpal**) machinery, equipment and processes.

## COLLABORATION WITH OTHER INDUSTRIES PROFESSIONALS

Performing my everyday duties, I had to do a lot of translation and interpreting related to those activities and maintain communication with the numerous foreign partners and customers. My daily routine involved closest cooperation with CEOs, R&D specialists, engineers, accounts and finance departments, banks, customs authorities, as well as interacting with foreign organizations in charge of business, engineering and legal issues and international sales transactions.

## MAIN TRANSLATION AREAS

Considering all my previous experience, I can say that my major translation areas are **business and economy, mechanical engineering, combustion engines, automotive industry and related manufacturing, testing and environmental safety technologies, power engineering, industrial engineering, civil engineering, Oil & Gas, IT & Internet**. However, this does not at all rule out other subjects, such as legal and humanitarian matters, media, culture, politics etc.

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**See more information about me on next page.**



<b>Native languages</b>	Russian, Belarusian
<b>Language Combinations</b>	English-Russian-English
<b>Other languages</b>	French, Polish, Hungarian, Ukrainian
<b>Main specialization areas</b>	<ul style="list-style-type: none"><li>• Business and economy</li><li>• Combustion engines</li><li>• Automotive industry</li><li>• Mechanical engineering</li><li>• Power engineering</li><li>• Oil &amp; Gas</li><li>• IT &amp; Internet</li><li>• Legal and humanitarian matters</li></ul>
<b>Skills and services</b>	<ul style="list-style-type: none"><li>• Simultaneous and consecutive interpretation</li><li>• Documents translation</li><li>• Website translation</li><li>• Desktop publishing</li></ul>
<b>PC skills. Software used</b>	<b>Advanced user. Fast typist.</b> <b>CAT and TM tools. Graphic design and web authoring tools.</b>
<b>Education</b>	<b>1977-1982 - Minsk State Linguistic University (English, French), BA. Minsk, Republic of Belarus. <a href="http://www.mslu.by">www.mslu.by</a></b> <b>Qualifications: Teacher of English and French, Military Translator/Interpreter.</b>
<b>Experience</b>	<b><u>December 1996 – May 2016</u></b> <b>OJSC “MINSK MOTOR PLANT” Holding Managing Company”</b> <b><a href="http://www.po-mmz.minsk.by">www.po-mmz.minsk.by</a></b> <b>Department of Foreign Economic Activities.</b> <b>Lead Specialist for Export/ Import.</b>  <ul style="list-style-type: none"><li>• Interpreting at business and technical negotiations, trade fairs, exhibitions, seminars, presentations, on-line and phone conferences (the company and the Government levels).</li><li>• Interpreting at supervised installation and commissioning of new machinery and equipment: machining, thermal, foundry, power supply, electronic control and other with parallel training of the local engineering personnel for operation, maintenance and repair.</li><li>• Interpreting at the MMP engineers and technicians training courses for combustion engines testing equipment operation, testing methods, the relevant electronic control systems and software.</li><li>• Translation of operation, repair and maintenance manuals of the MMP products line and those of foreign suppliers.</li><li>• Participation in the process of the MMP product types certification to international ecology standards.</li><li>• Participation in the process of the MMP Quality Management System approval/certification to international quality standards.</li><li>• Preparation, translation and monitoring of international sales contracts fulfillment.</li><li>• Translation of engineering, legal, financial, banking, export/import shipping and customs documents, translation and handling of international business and technical correspondence.</li></ul>

January 1988 - December 1996

“ECM Universal”, Minsk, Republic of Belarus.  
Manager Foreign Relations.

May 1987 – November 1987

USSR Navy Training Centre. Military Interpreter/Translator.

September 1982 – August 1985

Secondary School No 55, Minsk, Republic of Belarus.  
Teacher of English.

1981- Internship at the University of Manchester, UK.

July-August, 1980 - Moscow Olympic Games – Interpreter/Translator.

## References

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**More references may be available upon request.**

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**December 31, 2021**

**To Igor Shostak**

I hope you are well.

In the newsletter 2 weeks ago, I mentioned that I wanted to thank our linguists. However, I wanted to send you a personal email just to mention how much we appreciate your specific contribution.

No matter how much work we are sending, **you are one of our absolute top linguists. When projects in your language do come in, yours is the name we think of.**

We appreciate your help and value our partnership. And we are hoping to gain more clients to be able to send you more work 😊

Finally, I wish you a happy new year and a wonderful 2022!

Best regards,

**Stacey Martin**

**Translations Supply Vendor Manager**

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***September 18, 2015***

**Igor Shostak  
A recommendation.**

I must say that Igor Shostak has been rather paramount to the project I have been working on. Without his continued efforts and effective translation I really would have otherwise struggled to explain the often complex technical details involved. On meeting Igor I was surprised to find that he did not come from England and also noted that his vocabulary and pronunciation of the English language was rather better than mine. He commands no discernible accent and any English speaking person would find him easy to understand. His conduct and professionalism are of the highest order and many times he brought sense to otherwise difficult discussion only possible because of his intelligent choice of words and friendly manner. I can only fully recommend Igor Shostak, his translation services really are of the highest order.

**Vincent Phillpotts  
Commissioning Engineer  
"Froude Hofmann", UK**

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**DATE: 13<sup>th</sup> September 2013**

**Mr Igor Shostak,  
Minsk Motor Plant,  
Minsk,  
Belarus,**

**TESTIMONIAL FOR MR IGOR SHOSTAK**

Following a recent business trip to Minsk I had the pleasure in working with Mr Igor Shostak. My nature of business is in engineering where we work for worldwide customers and regularly need assistance of a translator. Using this as a benchmark, without doubt Mr Shostak was the best translator that I have ever worked with.

I can confirm that Mr Shostak has a perfect English speaking voice, and that he has a fantastic linguistic ear, to which he even picked up on our regional dialects. Mr Shostak ran our engineering meetings in a professional and harmonious manner, occasionally interjecting with humour when necessary.

When hiring a translator I would recommend Mr Shostak, as you get a translator who speaks English, not the International English that other translators tend to speak.

**DAVID R BURFORD  
COMPANY DIRECTOR  
BURFORD ELECTRICAL SERVICES LIMITED.**

[david@burfordelectrical.com](mailto:david@burfordelectrical.com)

**August 5, 2019**

**To Whom It May Concern:**

It is with great pleasure that I recommend Mr. Igor Shostak as a professional, knowledgeable, and talented translator.

As the owner of TKC Global LLC, I have personally had the honor of working with Mr. Shostak on a professional basis and look forward to working with him again on more projects.

Mr. Shostak has been easy to work with and efficient with his time management even on quick turn-around projects and consistently punctual in meeting deadlines and delivery of project outputs.

Again, I would highly recommend Mr. Shostak to anyone looking for a professional, qualified translator.

Respectfully,

**Kenneth Watt**

**Owner/Chief Operations Officer**  
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26 February, 2016

TO WHOM IT MAY CONCERN

Dear Sirs

We have used the translation services of Mr Igor Shostak for over 3 years, the standard of his work and time for delivery has been consistent and above that of others. The requested technical translation and interpretation has been exceptionally demanding, he has more than met our very high standards and expectations on every occasion.

The scope of work both interpreting and translating has included legal terms and conditions, legal contracts, commercial contracts, proposals from initial discussion through to contract completion, many technical presentations and frequent client business liaison via email.

Mr Igor Shostak's services are thoroughly recommended for any company wanting to develop their full Russian business potential.

Should you require any further information, please do not hesitate to contact us.

Yours sincerely

S Kanzen

Director

Universal Industries Ltd

