

Alexey Fedyakov



Name and Surname: Alexey Fedyakov
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Personal information

City of residence: Moscow
Nearest Moscow subway station: Komsomolskaya
Education: Higher
Date of Birth: 30 January 1985 (age: 32)
Sex: Male
Marital status: Married, two children
Nationality: Russian Federation

Work experience

Period of work: January 2005 to present time

Job title: Freelance translator

Job description: Translating texts from different spheres, including IT, legal and financial documents, (contracts, agreements, protocols, memos, acts, financial statements, articles of association), marketing and promotion documents (cutting-edge technologies in petrochemistry), prequalification documents for taking part in tenders etc.

Period of work: February 2016 to November 2017

Job title: Senior expert, International cooperation department (full-time)

Organization: Representative office of Global Resources and Industries S. a r.l. in Moscow

Job description:

- taking part in translating the documents relevant for signing contracts with partners of the company;
- proofreading and correcting letters, contracts, reference and analytical materials and other types of documents, prepared by the staff of the international cooperation department and other relevant departments;
- preparing reference and analytical materials under the instruction from the head of the representative office in Moscow or head of the

International cooperation department;

- communication and fixing meetings with potential partners of the company;
- interaction with responsible representatives of the public authorities related to promoting the interests of the company abroad;
- keeping up contact with foreign partners, carrying out information exchange for the purpose of signing and execution of contracts;
- preparing reports on the conducted activities;
- analysis of sources of financing joint projects.

Period of work: May 2008 to February 2016

Job title: Head of section of interaction with foreign companies (full-time)

Organization: Arabia-EXPO ltd., Moscow

Job description:

- preparing, translating and correcting contracts with partners of the company (from Russian to English/Arabic and vice versa) and attachments to them;
- preparing and translating presentation and advertising materials of the company (language combinations Russian-English, Russian-Arabic), correcting translations performed by other employees of the company;
- coordinating the work on preparing catalogues containing information about participants, sponsors and partners of the events held by the company (translating texts from Russian into English/Arabic, correcting translations carried out by other employees of the company/outsourced translators, proofreading final layouts of the catalogues);
- company website content management (CMS Bitrix);
- interaction with foreign counterparties of the company: carrying out telephone conversations, conducting business correspondence;
- interaction with representatives of Russian and foreign government structures – ministries, departments, local and federal chambers of commerce and industry.

Period of work: July 2007 to February 2016

Job title: 1st category specialist-translator (full-time)

Organization: Autonomous non-profit organization "Russian-Arab Business Council", Moscow

Job description:

- proofreading and correcting the translations in the Arabic-Russian, English-Russian language combinations, coordinating the work of outsourced translators;
- translation of informative texts about the organization to be used during presentations
- translating information statements and reports on the conducted activities for the website of the company;
- composing and translating business correspondence (in Russian/English/Arabic);
- composing and translating contracts with counterparties of the company (Russian/English/Arabic);

- preparing analytical articles, presentations, references and reporting notices;
- establishing and maintaining contact with foreign government and business structures (chambers of commerce and industry, ministries and departments, public and private companies of the Arab world), and interaction with key partners of the company.

Education

Educational institution: Moscow State Linguistic University
Date of graduation: 2007
Education level: Higher
Department: Practice and Theory of Translation
Qualification: Linguist-translator
Mode of study: Full-time

Electronic certificates

DEV234x: Asynchronous Programming with Javascript
(<https://courses.edx.org/certificates/65584a0cf43641639791bf09d0a9d38c>)
MIT Launch X - Becoming an Entrepreneur
(<https://courses.edx.org/certificates/f5b21718a36d425d84a0c2b4e125a159>)

Foreign languages

English: Fluent
Arabic: Fluent

Additional information

Driver's license: B category
Additional data: Grammatically correct oral and written language, wide experience in composing, correcting and following up the implementation of provisions of different types of documents; good skills of searching information in foreign segments of the Internet, ability to work with large amounts of information in Russian and foreign languages; skills of using HTML, PHP, JavaScript, CMS Bitrix, CAT-tools: Smartcat, Memsource, OmegaT.