

CV of IVAN GRYGORYEV

English to Russian Translator with 20 Years of Experience
Knowledge, experience and attention to details are my best co-workers

PERSONAL DATA

E-mail: ivagrig@yahoo.com; ivagrig@mail.ru
Tel.: +38-067 945 16 01
Date of Birth: May 01, 1977
City/Country: Kharkiv, Ukraine

SERVICES

Translation, interpretation

LANGUAGE PAIRS

English-Russian
Russian-English
Languages: Russian – native, English – fluent

TURNAROUND

2,500 words a day regular; up to 4,000 words for rush jobs

CAT TOOLS USED

SDLX, SDL TRADOS, MemSource

RATES

0.05 – 0.10 EUR per word, 15 - 30 EUR per hour (average and negotiable)

PROFESSIONAL EXPERIENCE

WORK EXPERIENCE (in reverse chronological order)

March 2010 till present

FREELANCE TRANSLATION

Main subjects: oil and gas, technical, engineering, industrial machinery, printing machinery, physics, medicine & medical equipment, ecology, tourism, operation manuals, business, contracts, marketing, scientific and publicistic articles.

June 2010 till present

INTERPRETER / TRANSLATOR CJSC CONFECTIONERY “KHARKIVYANKA”

*Area of company specialization: production of chocolate, sweets and candies
Principal duties: interpretation at technical meetings, installations of wrapping and cooking equipment involving engineers from European countries (contract basis).*

January – March 2010

INTERPRETER / TRANSLATOR (two-month technical audit at Ajaokuta Steel Plant, Nigeria) REFROM Nigeria Ltd.

*Area of company specialization: metallurgy, steel plants
Principal duties: interpretation at technical discussions, communication, negotiations, official technical meetings; translation of minutes of the meetings and audit technical reports.*

October 2008 – April 2009

PROCUREMENT MANAGER / TRANSLATOR . OJSC «PRINT SERVICE» (MIKKO GROUP)

*Area of company specialization: printing
Principal duties: purchase of imported spare parts, raw materials for printing equipment; Commercial negotiations with European and American companies in terms of purchase of spare parts and raw materials; translation of technical documentation, manuals and business correspondence; translation of shipping documents for customs clearance; interpretation at commercial negotiations and conference calls.*

September 1999 –
September 2008

TRANSLATOR/INTERPRETER.

OJSC «Brewery Rogan» (InBev, OJSC “SUN InBev Ukraine”)

Area of company specialization: brewing

Principal duties: interpretation at commercial negotiations, operations meetings, planning meetings, Supervisory Board meetings, equipment installation involving engineers from European countries, conference calls, presentations and trainings; translation of technical documentation and manuals, recommendations, business correspondence, contracts and specifications to them as well as shipping documents for customs clearance.

EDUCATION
(main)
1994 – 1999

Kharkiv State University,
Foreign Languages Department,
Qualified as interpreter/translator/foreign language assistant and lecturer.
Languages: English, French

(2-nd higher education)
2003 – 2005

Kharkiv Management Institute,
Postgraduate Education Division,
Specialty: managing economist.

OTHER

- Additional computer skills: Adobe Photoshop, Microsoft Visual Studio (C++, C#), Unreal Engine 4.