Translator-Interpreter

June 2014 - present
Freelance Translator in Medicine, News and Journalism, and Business areas.

June 2011 — November 2015
CJSC "High Voltage Switchgear Company "Soyuz"
Responsibilities as Logistics Specialist:

- Experience in preparation of international contracts for sales/purchases of industrial goods, and cooperation with foreign manufacturers
- Order placement for procurement of components from foreign manufacturers for further assembly of the final product in Russia
- Tracking lead time, shipping and delivery deadlines to be performed by Suppliers.

Responsibilities as Marketing Specialist:

- Providing advertising materials (catalogs, leaflets, brochures)
- Selection of thematic exhibitions
- Marketing activity (market and competitors monitoring)
- Main projects analysis, sales forecast and planning, database maintenance
- Conducting negotiation with Customers
- Business correspondence with manufacturers (with factories situated in France, Germany, Italy and the USA)
- Translation of technical specifications.

December 2006 - September 2007
Bezant - retail supplier of household items/goods, Moscow
Purchase Department Assistant:

- Business correspondence with French partners (glass dish manufacturer - Luminarc)
- Order placement. On time stock replenishment
- Taking part in negotiations
- Technical catalogs and specification translations (language pairs: FR-RUS; RUS-FR; ENG-RUS; RUS-ENG).

December 2005 — October 2006
IPSOS CENTRAL EASTERN EUROPE LIMITED - Marketing Research Company, Moscow
Project Manager Assistant

- Focus-group and interview preparation materials
- Reports preparation
- Moderator assistance during focus-groups

Higher Education

- **The Maurice Thorez Institute of Foreign Languages - Moscow State Linguistic** University. The Faculty of Translation and Interpreting, Translation and Interpreting, 2015
- **Moscow University of Consumers Market Development** The Economic Faculty, specialisation - Marketing, Diploma with honor, 2005

Citizenship: Russian