

PARNAVAZ PKHAKADZE

Tbilisi, Georgia · (+995) 599 720 329

parnavazp@gmail.com · <https://www.proz.com/profile/2881550>

Native Georgian/Russian speaker working with all combinations of Georgian>Russian>English language pairs.

Reliable translator/interpreter with a proven ability to translate written documents from English/Georgian to a target language of Georgian/English with more than 15 years of experience in various subject areas like health and safety, technical and engineering, oil and gas, Igaming, Online Casino, Gaming industry, hotel and travel, hospitality, business and leisure tourism, F&B, management, business, etc.

Vast experience of serving as an interpreter English/Georgian/Russian to a target language of Georgian/English/Russian on various conferences, trainings and official meetings.

Providing Georgian/Russian Voice over services for more than 10 years, recording, dubbing and further Editing of Voice Tracks. I have completed more than 100 projects as Georgian Voice Over artist, ranging from small ad clips to full projects up to 30 hrs each.

A quick learner who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges and changes when they arise and at the same time remaining aware of professional roles and boundaries.

Successfully translated 1000+ complete projects, ranging from documents to entire websites.

My services Include: Translation, Interpreting (simultaneous and consecutive), TEP, Transcreation, Localization, Transcription, Subtitling, and Creating Male Caucasian Voice Overs.

I am currently cooperating on regular basis as a freelance translator/interpreter, Transcreator and Voice Over artist with such companies as [Booking.com](#), [Pangea Global](#), [Andovar](#), [Linguaserve](#), [LMI](#), [Global Lingo](#), [Productive Playhouse](#), [Glyph](#), [Palex](#), [Talking Heads UK](#) and many others.

My Proz Professional Linguist Profile and reviews can be found at:

<https://www.proz.com/profile/2881550>

EXPERIENCE AS FREELANCER

2022- TO PRESENT

FREELANCE TRANSLATOR/QUALITY CHECKER, PRODUCTIVE PLAYHOUSE •

Quality Check, proofread and edit other translators'/ transcribers' texts for GEO-ENG language pair • Transcribe and translate Georgian Video Content into English and vice versa • Quality. • Being responsible for ensuring highest quality translation • Report any issues to the QA localization team • Make changes in a timely manner according to requests from clients • Provide help in translating, converting and adapting different documents for localization projects • Video Transcription, subtitling, Website localization, Software localization, Subtitling, Desktop publishing, Vendor management, Operations management, MT post-editing, Transcription etc.

2021- TO PRESENT

FREELANCE TRANSLATOR, BOOKING.COM, • Provide Translation from English to Georgian and vice versa using Online CAT tools • Proofread translated texts for grammar, spelling and punctuation accuracy • Provide help in translating, converting and adapting different documents for localization projects • Resolve issues associated with translation, localization, and culture • Translate content within documents, web pages, and software 2 • Maintain translation database by using translation management software • Provide quality assurance for the translation process • Work with a wide range of media and translation software • Resolve issues associated with translation, localization, and culture

2021- TO PRESENT

FREELANCE TRANSLATOR, PANGEA GLOBAL • Proof-read/translate iGaming content from English to Georgian and vice versa using Online CAT tools • Spot mistakes, vocabulary issues, odd translations and phrases • Report any issues to the QA localization team • Elicit common translation errors and come up with reasonable solutions • Fully review the linguistic and standards assets of the gaming product • Ensure that all projects adhere to company standards for format, style and content • Manage jobs in a proactive manner and deliver high quality results

2021- TO PRESENT

FREELANCE TRANSLATOR, LMI TRANSLATIONS • Translate, proofread and edit casino/gambling related texts. • Being responsible for ensuring highest quality translation • Report any issues to the QA localization team • Make changes in a timely manner according to requests from clients • Provide help in translating, converting and adapting different documents for localization projects • Website localization, Software localization, Subtitling, Desktop publishing, Vendor management, Operations management, MT post-editing, Transcription etc.

2012 – TO PRESENT

FREELANCE TRANSLATOR, TRANSLATION SERVICES PROMASTER.GE LTD

Translation of various marketing/advertising material from English into Georgian and vice versa, including written texts, localization, internationalization, audio files, and live speaking presentations. Subject areas: tourism - local tours and guides; F&B – restaurant flyers; hospitality – social media posts, articles for [GNTA](#). Upheld strict confidentiality policy when translating personal and diplomatic materials.

2008 – TO PRESENT

PRODUCTION TECHNICIAN, AZSPU BP GEORGIA

Preparing, proofreading and translating oil and gas related documents, procedures, safety data sheets, reports, correspondence from English to Georgian and vice versa.

2007 – 2008

INTERPRETER/TRANSLATOR, DEFENSIVE SHIELD GEORGIA (DS)

Interpreting at meetings from/into Georgian, English, and Russian; Translating company-related legal and technical documents (from/into Georgian, English, and Russian); Preparing official letters (in Georgian, English, and Russian); Proofreading documents.

2006 – 2007

INTERPRETER/TRANSLATOR, JSI RESEARCH AND TRAINING INSTITUTE

Serving as a bilingual interpreter at the seminars, meetings and workshops, Translating Health related documents into/from Georgian from/into English. Provided video conferencing, localization, and personal translation services for clients on a case-by-case basis.

2006 – 2007

OFFICE MANAGER , INTERNATIONAL ORGANIZATION FOR MIGRATION (IOM)

Responsible for maintenance and logistics as well as all types of purchases for the office; Supervise company driver/s and other support staff (housekeeper, archive keeper, etc.); Make sure all office equipment and devices are in perfect order; Responsible for overall office accounts and cash disbursement and reconciliation; Carry out other activities as required; Coordination with governmental agencies, international organizations; Assist in organizing events and meetings; Participating in organizing conferences, seminars and workshops; Assist in writing and editing press releases, newsletters, speeches, articles and annual reports; Assist in maintaining and updating information databases

EDUCATION

2005 – 2007

MASTER'S DEGREE, KUTAISI STATE UNIVERSITY

American Studies

2001 - 2005

BACHELOR'S DEGREE, KUTAISI STATE UNIVERSITY

English Studies

SKILLS

- Excellent writing skills in native language
- In-depth cultural knowledge target and source languages
- Able to apply received feedback
- Reliable, independent, professional, detail and quality-oriented, excellent communication skills
- PC advanced user, excellent PC and program skills
- Working knowledge with CAT tools
- Avid learner with sound research skills