



# NINA ZAKRYZHEVSKAIA

## TRANSLATOR, ADMINISTRATIVE ASSISTANT

### Personal information

**December 13, 1993**

Birthdate

**Female**

Gender

**Blagoveshchensk, Amur region, Russia**

Place of residence

**Russian, native Russian speaker**

Nationality

### Contact

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✉ **ninazakryzhevskaya@gmail.com**

📷 **ninazakryzhevskaya**

### Profile

Certified English-to-Russian Translator.

Passionate multilingual translator with 5 years experience in English-Russian translations and over 4 years with Chinese-Russian translations. Successfully translated over 200 complete projects, ranging from legal, accounting, mining documents to entire websites. Looking to further improve translation skills by becoming the translator (on a freelance basis or a full-time position).

A highly motivated, confident individual with exceptional multi-tasking and organisational skills. Able to exhibit confidentiality, discretion, tact, diplomacy and professionalism. Adaptable team player recognized for administrative abilities, willingness to learn new required skills.

### Competences

#### - English C1, Chinese (HSK 5).

- good communication skills;
- a high level of attention to details;
- able to work on your own initiative and to tight deadlines;
- good word processing, shorthand and IT skills;
- ability to prioritise workload in a demanding team environment;
- experience & knowledge of Microsoft Office, PowerPoint, Excel, Outlook, editing and translation software;

### Education

● **2016 - 2018**

#### **Linguistics: translation and interpretation (Master degree)**

Lomonosov Moscow State University,  
School of translation and interpretation  
(faculty): English-Russian, Chinese-Russian  
Moscow, Russia

● **2011 - 2016**

#### **Teaching foreign languages (Bachelor degree)**

Blagoveshchensk State Pedagogical University,  
Department of foreign languages: English, Chinese  
Blagoveshchensk, Amur region, Russia

## Course

2017 - 2017

### **INTERNSHIP**

*UNESCO Department of Public Relations,  
Paris Headquarters, France*

Four months linguistic internship (full-time):

- writing, reviewing and translating reports and other types of documents from English into Russian;
- posting all translated articles on the official web page of UNESCO (Russian section);
- carrying out research and collecting and analyzing data on topics relevant to the Department's activities;
- taking part in training programs, meetings and events with staff members;
- supporting administrative and operational activities.

2013 - 2015

### **ESL, TOEFL**

*Language Systems International School,  
Los Angeles, CA, USA*

Summer courses of the English language, TOEFL course, business English

2014 - 2014

### **CHINESE LANGUAGE COURSE**

*Guangdong University of Technology,  
Guangzhou, China*

One month course of the business Chinese language

## Experience

● **2018 - Present** **ROSSZOLOTO LLC Gold-mining company**  
Personal assistant to the CEO, translator,  
Blagoveshchensk, Amur region, Russia

Working in a fast paced environment, giving full administrative and secretarial support to the CEO. Involved in staff training, recruitment, management of data and translating business meetings/documents.

### **Duties:**

- providing translation of business meetings, documents (English-Russian, Chinese-Russian).
- organising external/internal meetings attending them and taking minutes;
- liaising with other staff regulatory authorities, suppliers and business partners;
- responsible for answering & screening telephone calls & face to face enquiries;
- making appointments and arranging travel, visas and accommodation;
- writing reporting and briefing papers and making presentations;
- producing board meeting papers, agendas, and facilities for meetings.

● **2014 - Present** **Self-employed**  
translator (freelance), Russia

- performing various translation and interpretation duties from English into Russian, including written texts, web sites, audio files, and live speaking presentations;
- arranging translation/interpretation during corporate meetings to allow Russian audience members to take part in English-language discussion;
- translating text projects, including legal documents, website content, news articles, mining documents and corporate reports;
- upholding strict confidentiality policy when translating personal and bank materials;
- providing interpretation and transcription services as needed by corporate clients.

REFERENCES – Available on request.