

Artyom Bolshakov

English-Russian Translator

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Objective: Freelance English < – > Russian Translator

Personal information:

Age: 41

Native language: Russian

Services:

- Translation, localization
- Proof reading, linguistic review
- MT post-editing
- Transcription
- Copywriting
- Technical writing

Translation rate: USD 0.06 per word

Proofreading/editing rate: 20 USD per hour; 0.03 USD per word

Availability: 24/7

Translation output: 1000-1500 words per day

Payment method: wire transfer, PayPal

CAT tools used: Trados Studio 2017, Xliff Editor, Deja Vu X2

Professional, Memsource, Wordfast, MemoQ.

Freelance experience (2010 till present):

- IT
 - Localization of user interface for software and apps (web-based, mobile and desktop)
 - User support (Help Center articles), IT product descriptions
 - Data science, data analysis, AI, machine learning, Big Data, CRM systems
 - Technical (software and web engineering, web design, low-code development, site builder)
 - Internet marketing, advertising, online stores, e-commerce
 - Web content (web site localization)
 - Game localization
- **Business & Marketing**
 - Articles, ads, press releases
 - Power point presentations
 - Business reports
 - Promo booklets, corporate brochures
 - Economical study reports, forecasts
 - Business consulting and analytics
- **Legal**
 - Contracts, claims, acts, NDAs, waivers, policies etc.
- **HR & HSEQ**
 - HR management, ERP systems, training programs, quality assurance, guidelines, posters, policies, safety alerts, investigation reports, ESG and sustainable development

- **Energy Sector**
 - Operation and Maintenance of LNG Plants, Power Plants and Refineries
 - Power Plant Equipment (CCGT units, Generators etc.)
- **Technical documentation in various subject areas:** equipment operation manuals, product descriptions, automation and software narratives, articles, specifications, construction drawings, etc.
- **Oil & Gas downstream, petrochemical**
- **Water Treatment**
- **Agriculture**
 - animal breeding: poultry, pigs.
 - husbandry (malting barley growing and storage)
- **Brewing (technologies and equipment)**
- **Subtitle translation for movies and videos (translation, proof reading)**

Primary Clients:

Google (3 years of regular work from 2019 to 2022): UI, Help Center and Marketing content for major Google products available on the web and in apps (Google Ads, AdSense, Business Profile, Maps, Analytics and more)

Microsoft (ongoing): Microsoft Teams, Microsoft Dynamics 365 (Customer Voice, Customer Insights), Power Platform, Azure Cloud Services

VMWare: virtual platforms, multi-cloud environment, hyper-converged infrastructure, virtual desktops

Amazon (ongoing): warehouses management systems (UI, training modules, HSE)

Major IT Projects (in collaboration with partners):

Google: -

Google Ads (UI and Help)	https://support.google.com/google-ads/?hl=en#topic=10286612
Business Profile (UI and Help)	https://support.google.com/business/?hl=en#topic=4596754
Analytics (UI and Help)	https://support.google.com/analytics/?hl=en#topic=10737980
Merchant Center (UI and Help)	https://support.google.com/merchants/?hl=en#topic=7259123
Google Maps	https://support.google.com/maps/?hl=en#topic=3092425

Online articles <https://www.thinkwithgoogle.com/intl/en-apac/marketing-strategies/>



Microsoft (ongoing):

<https://dynamics.microsoft.com/en-us/>

<https://azure.microsoft.com/en-us/>

<https://powerplatform.microsoft.com/en-us/>

VMWare:

<https://www.vmware.com/>

Amazon: Amazon fulfillment technologies (warehouse inventory management)

Other Clients: Salesforce, Strikingly, Hewlett Packard, Lukoil, GAZPROM, McKinsey, Netflix, Nike, , Sfera Studio / Deluxe (subtitles)

Translation Agencies: LionBridge, Knowledgeworks, Transperfect, RWS Moravia, MARS, translations, PNA Solutions (Korea), RusTranslators (Canada), GTE-Localize, Novatek, Abbyy Lingvo,

Links to my profile:

Linkedin:

[linkedin.com/in/artyom-bolshakov-71401738](https://www.linkedin.com/in/artyom-bolshakov-71401738)

Upwork.com

<https://www.upwork.com/freelancers/~0194f2700345fd388b?viewMode=1>

Professional in-house experience:



08/2016 – 03/2019. Dietsmann

Technical Translator

Areas of expertise: Operation and Maintenance of LNG Plants, Power Plants and Refineries

Yamal LNG project:

- Inspections & maintenance procedures, plans and schedules
- Reports on defects found, NDT findings, baseline inspection reports, industrial safety expert review
- Integration of CMMS (computerized maintenance management system)
- Industry-specific standards (API), recommended practices, MoMs, letters etc. for YAMAL LNG project.

- Documents related to spare parts management

Maintenance and repair projects for power plant equipment in Russia. (including PP operated by Enel Russia):

- Descriptions of repair works performed on power engineering equipment and auxiliary equipment (turbines, boilers, compressors, pumps, switchgears, valves, utilities)
- Tender documentation, technical assignments, specifications, legal content
- HSEQ documents (global and local): safety alerts, HSE reports, overviews, guidelines
- Website content, newsletters, marketing document

11/2013 – 06/2016 CJSC GC RusGazEngineering, Russia

Head of Translation Department

– Provided linguistic support for all international projects of the company (translation of technical, legal and commercial documentation, interpretation during business meetings, negotiations, business trips)

– Ensured efficient performance of in-house and remotely located translators, supervision and quality control

– Cooperated with subcontractors/translation agencies

02/2011 – 10/2013 CJSC GC RusGazEngineering, Russia Technical Translator

Areas of expertise: Oil & Gas Field Infrastructure Development. GPP.

Refineries. Associated Petroleum Gas Recovery. Water Treatment. Process control automation.

- Participated in turn-key projects including design, construction and commissioning of Oil/Gas Treatment Plants, Underground Gas Storage facilities, Hydrocrackers, Steam Reformers, Export Pipelines.
- Translated (English-Russian-English) various technical documentation including tender documentation, specifications, data sheets, technical requirements, technical and commercial proposals, environment impact assessment reports (minutes, presentations, user manuals, construction drawings, codes, technical articles, correspondence, legal documents (contracts, claims, MOUs, Bank Guarantees, NDAs)

11/2008 – 02/2011 Aviagen LLC, Yasnogorsk, Russia Technical Translator, Consultant, Customer Support Manager

Areas of expertise: consulting, customer support, poultry breeding, hatcheries, farms

- Translated (English-Russian-English) various technical documentation including specifications, technical articles, correspondence, technical requirements, foreign consultant reports and presentations (both oral and written), user manuals, construction drawings etc.
- Provided full technical support to the company's clients (after 3 month on-the-job training in the UK).
- Consulted on product performance improvement using professional skills and knowledge.
- Made regular visits to Customers and provided professional recommendations and advice, helped Customers resolve current issues with the product and claims.
- Provided a feedback to the production team on product quality.

11/2005 – 10/2008 OAO Agrofirma Oktvabrskaya, Saransk, Russia

Technical Translator, Feed Mill Manager

Areas of expertise: farm management, animal breeding, construction, engineering, feedmills, slaughter houses.

- Provided translation support for major international projects of the company including installation/construction and commissioning of the feedmill, hatchery, poultry slaughter house and grain drying plant.
- Operated and managed a fully automated 20 t/h feedmill making poultry feed for broilers and rearing flock.
- Translated various technical documentation including specifications, contracts, invoices, certificates, correspondence, technical requirements, consultant reports, user manuals for equipment, construction drawings etc.
- Provided interpretations at presentations of foreign animal breeding consultants, on-site training courses, business negotiations with foreign partners, regular meetings with installation supervisors, phone calls. Carried out visa support for foreign specialists.

03/2005 – 10/2005 Brewing company OJSC SUN Inbev, Saransk Russia

Personal assistant, Translator

Areas of expertise: malting barley production and storage

- Interpreted for seminars, conferences, training courses, business meetings and audits on the subject of malting barley production and storage.
- Provided personal assistance and translation support to the foreign Barley Manager

during business trips.

- Translated contracts, correspondence, technical documents on barley growing and storage including specifications, weekly reports, Power Point presentations, farm audit reports, Quality Assurance Standards.
- Planned and arranged office work.

**09/2003- 02/2005 Cooperative College, Saransk,
Russia Teacher of Business English**

- Taught classes of Business English and Practical Course of English Grammar to the students of the Economical Department and the Department of Law

Education

Graduated from Mordovian State University, Department of Foreign Languages, Saransk, Russia

Master's degree in English language teaching and translation. Post-graduate student of the English Language Department

Thorough training course in agriculture in the UK (3 months)

Summary of qualifications

- Fluency in English
- 20-year + professional track record in various fields including **2 years of in-house experience abroad, in the USA and UK**
- Ability to quickly grasp complex technical concepts and make them easily understandable in a text
- Thorough, accurate and fast translation meeting customers' expectations and tight deadlines
- Excellent computer skills proven by Microsoft Office Specialist certificate. Used software: Trados Studio, Déjà Vu, Adobe Professional, Adobe Illustrator, AutoCAD, InDesign, InFix, Corel Draw, Microsoft Office Visio, Fine Reader

Personal qualities

- Responsible, sociable, flexible, enthusiastic, self-motivated, eager to learn, working well under pressure, disciplined, meticulous, conscientious

References are available upon request.