

# Nikita Kharitonov, translator

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Residence   Tbilisi

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## EDUCATION

2000-2005 – Tula State Pedagogical University, faculty of foreign languages (English and German), honors degree

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## WORK EXPERIENCE

03.2011 – present **Self-employed (individual entrepreneur)**  
**language service provider**

- Written translation (business, contracts, banking, retail, telecom, IT)
- Other linguistic services (editing, proofreading, linguistic QA, terminology management, copywriting)
- Interpreting (mostly project-based, selected projects are listed below)
  - Audit of an oilfield operator by an international team of auditors
  - DevOps transformation of a major fintech company
  - Streamlining debt collection processes in a major bank

12.2021 – 09.2022 **Sberbank of Russia (Moscow)**  
**translator**

- Written translation of banking documents

04.2008 – 03.2011 **McKinsey & Company (Moscow)**  
**translator**

- Written translation of client materials (oil & gas, banking, retail, metals & mining, IT, telecom)
- Proofreading and editing of Russian-language documents
- Managing glossaries
- Managing contractors (external translators/interpreters and agencies) and controlling quality of outsourced translations

09.2007 – 03.2008 – **Liral investment-financial company (Moscow)**  
**translator/interpreter**

- Translator to Vice President for Legal Affairs and Development
- Written translation of documents with content mostly related to legal affairs, construction and development; translation of internal corporate documents
- Interpreting at meetings and negotiations

09.2005 - 08.2007 **LanArk translation company (Tula)**  
**translator/interpreter**

- Written translation, variety of topics (contracts, construction, finance, personal documents, travel, advertisement and promo-materials etc.)
- Interpreting: negotiations, conferences, presentations, exhibitions, projects with the participation of foreign specialists.

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## Languages

Russian: native

English: fluency

French: basic knowledge

German: basic knowledge

## PC skills

Microsoft Office, Lotus Notes, Trados, Memsource, Smartcat

## Personal skills

Responsible and punctual, stress resistant, attentive, quick learner