

Maksym Petrov

English to Ukrainian and Russian Legal Translator and Interpreter.

Student of International Law

CURRICULUM VITAE

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<http://www.proz.com/profile/874315>

<http://www.multitrans.ru/c/m.exe?a=116&UserName=Maksim%20Petrov>

Summary:

Legal, military and technical translator and interpreter with **over 15 years** of professional experience. A native speaker of Ukrainian and Russian, employed as an in-house translator at international companies and intergovernmental organizations both in Ukraine and abroad. A student of international and comparative law, doing my second degree.

Areas of Expertise:

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Law: comparative administrative and constitutional, international public, international trade, corporate, contracts

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Business and finance: accounting, audit, tax, customs and corporate finance

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Military: infantry section and platoon operations, military equipment, military hardware, mine action, treatment of prisoners of war under Geneva Convention, battlefield medicine

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Technical and engineering: mining and beneficiation of ores and coal, metalworking, plastics & composites, pipelines, oil & gas, railways, heating, ventilation & air conditioning, textile & clothing **PROFESSIONAL EXPERIENCE:**

July 2015 –

OSCE Special Monitoring Mission, Luhansk MT

present

Language Assistant

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Translated, proofread and reviewed various documents, including official ones; compiled multilingual glossaries on translated topics and managed the consistency of terminology; made and maintained templates for translations.

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Interpreted (consecutive interpretation and whispering) at meetings and press conferences, including interpretation under hostile conditions and in highly confidential and sensitive circumstances;

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Gathered and compiled background information, researched and prepared materials for the meetings, memoranda on matters of interest; drew up minutes of meetings and maintained contact lists and data bases; organized meetings with interlocutors and local authorities;

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Translator for Human Dimension and Rule of Law focal points, researched local legislation; maintained a chart of enacted and draft local legislation; performed content analysis and summary translation of legal and official documents;

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Coordinated the organization and logistics of internal gender training seminar and workshop under the supervision of the team Gender Focal Point officer; researched Ukrainian gender legislation and National and regional implementation plans.

Achievements: attained a perfect level of prearrangement of my current patrol group for meetings at any levels on various subject matters which considerably improved the quality of our reports; my comprehensive English-Ukrainian-Russian glossary on Heavy Weapons Recognition gained the honours of the Mission operation leadership and was approved for use by the Mission language assistants countrywide.

March 2015 – July

THEBIGWORD GROUP LIMITED, the UK

2015

<https://en-gb.thebigword.com/industries/defence-international-management>

Interpreter

Consecutive interpretation at lessons and trainings on topics subject to NDA with the employer.

June 2008 –

TOV (Ltd) Luhansk Electromechanical Engineering Plant, Luhansk, Ukraine

November 2014

www.lemz.com.ua

Chief Translator and Interpreter

Translated:

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articles/memoranda of association, trust deeds, agendas for various corporate meetings, shareholder agreements, share purchase agreements, PoAs, certificates

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contracts, terms and conditions, commercial proposals, license agreements, bids, shipping and customs documents, insurance policies

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loan and securities agreements, credit applications, letters of credit, audit reports, due diligence reports, annual reports, balance sheets and financial statements (IFRS

and statutory), tax forms, tax returns

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statements of claim, briefs, arbitration and litigation documents, depositions, awards and rulings

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corporate and business correspondence, presentations, brochures, catalogues, marketing and promotional materials

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operation, installation and maintenance manuals, specification sheets, test reports, safety guidelines, geological survey reports, industry standards and regulations, patents, training materials, MSDSs

Consecutive interpretation:

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interpreted (live and by phone) at corporate and production meetings, negotiations, presentations, trainings and exhibitions (in Ukraine and Germany)

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interpreted during installation and commissioning of equipment, test runs of machinery, laboratory and workshop trials of products and materials

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long-term interpreting jobs in the Federal Republic of Nigeria: conference at the Nigerian Investment Promotion Commission (Abuja), presentations at Nigerian National Petroleum Corporation (Abuja), Ministry of Mines and Steel Development (Abuja), Department of Petroleum Resources (Lagos), business and technical meeting with potential customers, establishment and liquidation of an agency of the company in Nigeria (contacts with Nigerian authorities, attorneys, bank, IRS and customs officers), geological survey parties (tantalite and columbite, zircon, tin) on sites of potential customers (the states of Plateau, Bauchi, Nasarawa)

Proofreading, editing:

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supervision over a team of in-house translators, proofreading and editing of translations, communication with translation agencies, preparation of translated documents to be certified by Civil Law notaries

Paralegal duties and responsibilities:

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established, organized and maintained cooperation of the company's Legal

Department with external law and audit firms; carried on correspondence, organized and coordinated meetings, phone calls and VTCs;

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researched laws and regulation on the countries of the company's counterparts

and affiliates (the United Kingdom, Germany, the Federal Republic of Nigeria, the PRC, Lichtenstein, Cyprus, Belize), prepared memoranda, charts, and other documents reflecting results of my research;

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maintained and filed corporate records, including but not limiting to resolutions, board of directors and shareholders changes, and annual reports;

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provided contract support to international trade contracts; oversaw contract process, including planning, negotiation, and execution;

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provided visa application support to the company's employees.

January 2007 –

TOV (Ltd.) Inga, Kyiv, Ukraine

December 2007

www.inga.com.ua

One of the leaders at Ukrainian refrigerants and HVAC products market. A partner of such world known companies as Uniweld Products, Inc., USA; DuPont Refrigerants, USA; Unicorn B.V., the Netherlands; AGRAMKOW Group, USA; Shandong Dongyue Chemical Co., Ltd, China.

In-house translator/interpreter

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Translated: technical, financial and legal documents

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Interpreted at: negotiations and exhibitions

March 2003 –

**D.P. (Daughter Enterprise) Stil-Moda, OAO (Public Stock Corporation)
Sewing August 2006**

Company Stil, Luhansk, Ukraine (now acquired by OAO Gloria Jeans)

In-house translator/interpreter

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Translated: technical, financial, corporate and legal documents

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Interpreted at: everyday technical and business meetings, negotiations and exhibitions

September 2002 –

A part-time freelance translator for a number of international translation agencies and direct **July 2015**

clients.

Education and Training:

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Taras Shevchenko National University of Kyiv, Institute of International Relations, International Law Department (August 2016 – present)

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Horlivka State Teachers' Training Institute of Foreign Languages, English Language Department –

Qualification: English and German Languages, World Literature (1997-2002)

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University of London, 6 weeks on-line course *English Common Law: Principles and Structure* (2014) – With distinction. Verify at coursera.org/verify/BTZ2KTV92C

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University of Pennsylvania Law School, 6 weeks on-line course *An Introduction to American Law* (2015).

Verify at coursera.org/verify/DYV7NP693V

Related Course Works:

Computer Skills:

A seasoned user of Microsoft Office, Adobe Acrobat, SDL Trados Studio 2011, MemoQ 5.6.1.

Language Skills:

Russian and Ukrainian: native speaker

English: professional fluent

German: intermediate

Latin: basic legal Latin