

Freelance translator (English, Swedish and Chinese into Russian), DTP specialist

Sergey Tokarev

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Location: Saint Petersburg, Russia

Web site: translationsmadeeasy.com

Education

Higher:

• 2002-2007 — *Novgorod State University*, Linguistics (English and Swedish languages study), Cross-cultural communication, linguist, translator

Advanced trainings / courses:

- 2019 – 2020 — Heilongjiang University, China, Harbin, *International Cultural Exchange School, Chinese language study course*
- 2018 – 2019 — Fudan University, China, Shanghai, *International Cultural Exchange School, Chinese language study course*
- 2018 – 2019 — Confucius Institute at St. Petersburg State University, *Chinese language study course, Advanced course*
- 2017 — Beijing Language and Culture University, *Intensive Chinese study course*
- 2016 – 2018 — Confucius Institute at St. Petersburg State University, *Chinese language study course, Standard course*
- 2010 — The Institute of Localization Professionals, *Certified Localization Professional*
- 2007 — Microsoft IT Academy (NovSu), *Managing and maintaining MS Windows Server 2003 Environment*
- 2006 — Vindelns folkhögskola (Sweden), *general study program (Allmän linje)*
- 2005 — Axevalla folkhögskola (Sweden), *short-term Swedish language study course*

Certified member of Union of Translators of Russia #1577

Certified PRO ProZ.com member in English and Swedish into Russian:

<http://www.proz.com/translator/932122>

http://cdn.proz.com/certificates/pro/pro_certificate_932122.jpg

http://cdn.proz.com/certificates/pro/pro_certificate_932122_2.jpg

Work experience

• Technical Advisor

01.2011 – 01.2014 *EGO Translating*, <http://www.egotranslating.ru/>

Training and consultation on CAT-tools, technical writing (in-house software instructions, description of internal procedures), implementing, maintaining and managing TMS Plunet, TMS Plunet helpdesk.

• Project Manager

08.2008 – 01.2011 *EGO Translating*, <http://www.egotranslating.ru/>

Managing technical translation and DTP projects (e.g. Oil&Gas, Metallurgy, Automotive, Construction etc.). Communication with translators, clients, preparation and emailing documentation to translators, DTP specialists; recruiting translators, editors; QA, QC, consultation of freelance translators/in-house staff, conducting training sessions on CAT-tools use, participating in localization projects as a localization engineer etc.

• Project Manager

01.2008 – 08.2008 *Mutilize*, <http://www.mutilize.com>

Managing technical translation and DTP projects. Communication with translators, clients, preparation and emailing documentation to translators and DTP specialists, recruiting translators, editors; QA, QC, etc.

• Freelance translator

2007 – till now <http://translationsmadeeasy.com>

Translation of various kinds of documentation from English, Swedish and Chinese into Russian, DTP, content localization etc.

During my translator career I successfully participated in different kinds of projects.

Below please find some relevant examples:

- 1) Service manuals for **Nordic** anti-icing and de-icing systems – 15,000 words
- 2) Operator manual for **VMI** tire building machine – 40,000 words
- 3) Operator manuals for **Mettler Toledo** weighing equipment – 140,000 words
- 4) Presentation materials for **Telvent** equipment + operation instructions for **SimSuite Pipeline** product – 10,000 words
- 5) **Omicron** solutions (www.omicronenergy.com) for energy producing equipment – 113,000 words
- 6) **Apple iTunes Connect** user manuals/instructions – 40,000 words
- 7) Bicycles and biking equipment for **chainreactioncycles.com** web-site – 40,000 words
- 8) **Conteg** server racks and solutions for data centers – 67,000 words
- 9) **Maserati** (Quattroporte) documentation + accessories instruction manuals – 150,000 words
- 10) **Mitsubishi City Multi** air conditioners – 12,000 words
- 11) **Dormer Pramet** rotary tooling equipment catalogue – 15,700 words
- 12) **Eppendorf** equipment for biolaboratories – 78,000
- 13) **Pioneer** car entertainment systems catalogue – 36,000 words
- 14) **Cameron** oil&gas/piping equipment – 99,000 words
- 15) **GeoVision** surveillance equipment instruction manuals – 21,000
- 16) **GE** locomotives, instruction + learning manuals – 36,000 words
- 17) **Caterpillar** anti-bribery policy learning instructions – 34,000 words
- 18) **Halogen Software** (Talent Management solutions) – 38,000 words
- 19) **Siemens VAI**, training courses + instruction manuals for EAF + inspection and maintenance plans + erection and commissioning documentation – 155,000 words
- 20) **Ellos** textiles and clothing catalogue – 200,000 words
- 21) **Cifal** training + learning materials + instruction manuals + presentations for navigation equipment – 74,000 words
- 22) **Fluke** calibration equipment, instruction manuals + data sheets – 25,000 words
- 23) **Grundfos** pumping equipment instruction manuals – 100,000
- 24) **Kone** lifts safety + user manuals + data sheets – 160,000 words

Languages

Russian: *native*

English: *fluent*

Swedish: *fluent*

Chinese: *fluent*

Fields of expertise

Railroad / Trains

Automotive / Cars & Trucks

Mechanics / Mech. Engineering

Metallurgy / Casting

Nuclear Eng/Sci
Paper / Paper Manufacturing
Petroleum Eng/Sci
Physics
Printing & Publishing
Science (general)
Telecom(munications)
Textiles / Clothing / Fashion
Transport / Transportation / Shipping
Computers (general)
Manufacturing
Automation & Robotics
Materials (Plastics, Ceramics, etc.)
Patents
Aerospace / Aviation / Space
Chemistry; Chem. Sci/Eng
Computers: Hardware
Computers: Software
Computers: Systems, Networks
Construction / Civil Engineering
Electronics / Elect Eng
Energy / Power Generation
Engineering (general)
Engineering: Industrial
Environment & Ecology
Forestry / Wood / Timber
General / Conversation / Greetings / Letters

DTP Services: OCR, DTP (MS Office software), DTP (Indesign, FrameMaker, Illustrator etc.), DTP (AutoCAD, Microstation, extraction of text into MS Word document and backward conversion of translated text)

Minimum DTP time: 2 days

Orders from: 50 pages (sheets)/30 drawings

Software:

CAT: Trados Studio 2019, memoQ, memsource, Across, Passolo, Multilizer, Alchemy catalyst, etc.

DTP: MS Office, FrameMaker, Indesign, Illustrator, CorelDraw, AutoCAD, Microstation

Translation capacity:

English to Russian – from 2500 words/day

Swedish to Russian – from 2500 words/day

Chinese to Russian – from 1000 words/day

Payment methods:

Wire transfer

Paypal