

	<h1>Raissa Muhutdinova</h1> <p>CONTACT DETAILS <i>Emails: r.muhutdinova@globalcivin.org</i> <i>RaissaGMF@gmail.com</i></p>
<p>AREAS OF EXPERTISE</p> <p><i>Translating legal documents</i></p> <p><i>Proofreading</i></p> <p><i>Interpreting</i></p> <p><i>Terminology</i></p> <p><i>Multi lingual</i></p> <p>PERSONAL SKILLS</p> <p><i>Detail orientated</i></p> <p><i>Well organised</i></p> <p><i>Able to work to tight deadlines and deliver high quality products</i></p> <p><i>Excellent grasping power and effective at multi-tasking</i></p> <p><i>Friendly</i></p>	<h2>Translator</h2> <p>(English-Russian & Russian-English; English-Tatar& Tatar –English; English-Tajik)</p> <p>Editor and English-Russian (Russian-English) Reviser with focus on: technical documents, scientific publications, literary translation for editorial houses, publishing departments within public, private, and academic institutions, international organizations and individuals</p> <p>Totally comfortable with both pairs: English-Russian and Russian- English with focus on: Politics (international relation, non-governmental organizations, policy documents, treaties, municipal); Legal((import and export legislation, laws, resolutions, provisions, trade, customs regulations, contracts, court interpretation); Medicine (prevention and treatment of health hazards related to environmental degradation; women's health, health care reform); Advertising, Business, Marketing, Financial, Technology: Machinery & Metals (including tests & specifications), Mechanical Engineering, Computers, Electronics, Software, Automotive, Pharmacology, Communications, Oil & Gas, Space Technology & Avionics, Food industry, Agriculture Literature: Fiction, Music, Art, History General News (media, public relations, promotions/advertisement)</p> <p>PERSONAL SUMMARY</p> <p>A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.</p> <p>WORK EXPERIENCE</p> <p><i>Translation Company – Prima-Proz (Global Civil Initiatives)</i></p> <p>TRANSLATOR June 2005 - Present</p> <p>Working freelance for a translation agency providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible. Have an extensive interpreting and translation experience with UN, OSCE, Embassy of the Great Britain and Northern Ireland, various complex organizations and individuals</p>

	<p><i>Duties:</i></p> <p>Researching legal & technical phraseology to ensure the correct translation is used. Liaising with clients to discuss any unclear points. Providing guidance & feedback & creating customer-specific style guides. Translation of documents/letters from a foreign language to English & vice versa. Reviewing and proofreading mother-tongue text. Revising more junior translators' translations. Conducting face-to-face interpreting. Telephone interpreting. Working as a translator for Law firms, charities and local councils. Supporting the translation team with other projects when necessary. Excellent English speaking and writing skills. Retrieving articles from newspapers, magazines & the internet & translating them into English.</p>
	<p>KEY SKILLS AND COMPETENCIES</p> <p>Familiar with translation software tools. Excellent communication and social skills. Able to work to tight deadlines. Highly skilled in Word, Excel and Microsoft Outlook. Willing to travel and able to work under pressure. Able to prioritise work.</p>
	<p>LANGUAGES</p> <p>English: Excellent (Expert Level) Russian: Mother tongue Tatar: Mother tongue Persian/Tajik/Dari: Good understanding and speaking Turkish/Tatar/Uzbek: Good understanding and speaking French: Good understanding (speaking skills need reactivating) Spanish: Good understanding (speaking skills need reactivating)</p>
	<p>Education</p> <p>Educated in languages, journalism/communications, management, international relations and law in the Russian Federation, USA and England. Master of Public Administration (MPA), University of Colorado at Denver, Colorado, USA [1998-2000] Concentrations: Management/Administration; International Relations; Sub course: Environmental Law Certificate, Journalism/Communications, Reuters Foundation, London, England [1994] Certificate: Communication and Management/Media Development, Center for Foreign Journalists, Virginia, USA [1993]</p>
	<p>Computer Capability- Practicing Computer Professional:</p> <p>MS Office applications (Word, Excel, Power Point), Desktop Publishing, MS. project</p> <p>CAT TOOLS</p> <p>Sdl Trados 2007, Sdl Trados Studio 2009, CAT Count, Transit Satellite PE.</p>
	<p>Professional membership</p> <p>American Association for Public Administration Central Eurasian Studies Association</p>

	<p>American Literary Translation Association (ALTA)</p> <p>University of Colorado Alumni Association</p>
	<p>Publications</p> <p>Tajikistan (Socio-political and economic analysis), Nations in Transit, Freedom House, USA [2010]</p> <p>Tajikistan (Socio-political and economic analysis), Nations in Transit, Freedom House, USA [2009]</p> <p>Tajikistan (Socio-political and economic analysis), Nations in Transit, Freedom House, USA [2008]</p> <p>Tajikistan (Socio-political and economic analysis), Nations in Transit, Freedom House, USA,[2007]</p> <p>Feminisation of Poverty, Encyclopaedia of World Poverty, Editor: Mehmet Odekon, PH.D. (Produced by Golson Books, Ltd.) [2006]</p> <p>United Nations Development Program (UNDP), Encyclopaedia of World Poverty, [2006]</p> <p>UNDP Regional Program for Overcoming Poverty, Encyclopaedia of World Poverty, [2006]</p> <p>Standard Food Basket, Encyclopaedia of World Poverty, [2006]</p> <p>Sustainability, Encyclopaedia of World Poverty, [2006]</p> <p>World Health Organization (WHO), Encyclopaedia of World Poverty, [2006]</p> <p>Globalization and Workers, Work in America: An Encyclopaedia of History, Policy, and Society by Carl E. Van Horn (Editor), Herbert A. Schaffner (Editor), Ray Marshall, Carl E. Horn, [2004]</p> <p>Democratic Socialism, Work in America: An Encyclopaedia of History, Policy, and Society, [2004]</p> <p>Industrial Revolution, Work in America: An Encyclopaedia of History, Policy, and Society. [2004]</p> <p>Assembly lines, Work in America: An Encyclopaedia of History, Policy, and Society, [2004]</p> <p>US Secretaries of Labor, Work in America: An Encyclopaedia of History, Policy, and Society, [2004]</p> <p>Social Security Act, Work in America: An Encyclopaedia of History, Policy, and Society, [2004]</p> <p>Federal Reserve Board, Work in America: An Encyclopaedia of History, Policy, and Society, [2004]</p> <p>Distributive Policy, Encyclopaedia of Public Administration & Public Policy (Facts on File Library of American History) by David Schultz (Editor), James A. Beverly, [2003]</p> <p>Redistributive Policy, Encyclopaedia of Public Administration & Public Policy (Facts on File Library of American History) by David Schultz (Editor), James A. Beverly, [2003]</p> <p>Belarus, Worldmark Encyclopaedia of National Economics, [2001]</p> <p>Austria, Worldmark Encyclopaedia of National Economics, [2001]</p> <p>India, Worldmark Encyclopaedia of National Economics, [2001]</p> <p>Tajikistan, Worldmark Encyclopaedia of National Economics, [2001]</p> <p>Small Loans, Big Results: Village Banking in Tajikistan, Surviving Together, Fall 1996, Washington, DC, [1996]</p> <p>Transitional Development of Tajikistan, World View Magazine, Summer, 1996, Vol. 13</p>