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|  | **Tatiana Karaseva****Interpreter/Translator of English and Spanish** **Date of birth: February 7, 1988****Actual address: 39 Tyulpanov Street, Adlersky City District, Sochi****Mob.: +79384886548****E-mail: www\_tanusha@yahoo.com****Skype: Tanusha\_26** |
| **Translation/Interpretation in technical, economical, juridical areas, in the field of marketing, information technology, tourism and sport:** * Translating documents: presentations, contracts, articles, regulations, meeting minutes, acts, instructions, press-releases, booklets, finance documents.
* Bilingual interpreting at meetings.
* Providing written translation projects.
* Texts editing and alignment.
* Linguistic consulting.
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| **Education** |
| 2005 – 2010 | **Stavropol State University** (<http://www.ncfu.ru/>) The Faculty of Romanic-Germanic languages. Qualification of Linguistic expert, teacher in the major: “Theory and methods of teaching foreign languages and cultures” (Graduation with honors). |
| **Advanced training/courses** |
| 2009 – 2010 | **Supplementary course “Written scientific-technical translation”** Stavropol State University (<http://www.ncfu.ru/>). Certificate. |
| 2009 – 2010 | **Intensive course of colloquial Chinese language.**Language studio “The Bachelor” (<http://www.oub.ru/language-school.html>). Certificate. |
| 2012 – 2013  | **Guide interpreter business course** “Sochi Holidays”, LLC. (<http://sochi-holi.ru/>). Certificate. |
| **PROFESSIONAL EXPERIENCE** |
| C:\Users\referent\Desktop\Танюша\Символика ИТС\Лого\Логотип.jpgFebruary 2012 –present | **“Engineering Technologies of Sport”**, Olympic venues operation and maintenance (<http://ets-sochi.com/>)**Personal Assistant to General Director** - Maintaining organizational processes and documentation of the company.- Interpreting in the field of equipment operation (ventilation and air conditioning system, cooling system, water treatment).- Translating documents: press-releases, manuals, agreements, delivery and acceptance acts, damage reports, meeting minutes, booklets.- Providing interpretation support for foreign partners.- Writing business letters, administrative document projects, editing texts. - Preparing documents for business trips abroad.- Running director’s orders. |
| http://moikrug.ru/avatar/mk-company/856796330/normal.pngSeptember 2011 –February 2012 | **Janus WWI**, translation and interpretation services (<http://www.janusww.com/ru>)**Translator of Sports Department**- Provided translation projects in the following areas: sport, construction, marketing, law, finance, IT. - Assisted in oral consecutive interpretation.- Edited texts. - Created translation memory for SDL Trados.- Provided other linguistic services. - Coordinated international events. |
| https://fbcdn-profile-a.akamaihd.net/hprofile-ak-frc3/t1.0-1/p160x160/269188_192685937451828_876903_n.jpghttps://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcRXuenwyMZOKYV4NqFPfX15XcRflX0QobVbagOBO1C4lIrQ0G9G1gOctober 2010 -September 2011 | **“Svod International”, Ltd.,** ski-mountain resort, tourism (<http://www.grandhotelpolyana.ru/main.php>)**Administrative office-manager** - Provided document circulation of the company.- Hold business correspondence in English.- Translated technical, economic, juridical documents (instructions, minutes of meeting, commercial offers, agreements, fact sheets, e-mails). - Made international phone calls. - Provided bilingual translation.- Maintained office-administrative work: acceptance, records and storage of stationary, supplies and other material values. - Arranged time schedule of the General Director’s workday, organized appointments and meetings with foreign delegations and clients. - Provided copyright in English and Russian. - Executed director’s orders.- Booked and purchased flights. |
| June 2008 -August 2008 | **Total Integrity Contracting Company**, Home repair & Improvement (<http://www.merchantcircle.com/directory/MD-Baltimore-21201/category/Home.And.Garden/Home.Repair.And.Improvement>)**Secretary-translator**- Maintained office-work of the company and current work of organizational-executive character.- Held phone conversations, business correspondence in English and Spanish.- Translated technical and economic documents (English-Spanish, Spanish-English).- Provided consecutive bilingual interpretation during business negotiations. - Found, processed and analyzed information. |
| The Baltimore Convention CenterMay 2007 -August 2007 | **The Baltimore Convention Center,** Exhibition center(<http://www.bccenter.org/>)**Acting Manager Customer Service**- Organized business meeting, negotiations.- Established and maintained confidential relations with clients.- Provided exhibition center marketing service - Coordinated preparation of halls for expositions, concerts and official meeting.  |
| **Professional skills** |
| - Cross-cultural communication during intensive practice in the country of native speakers – the USA (work&travel program).- Interpreting experience on business trips to Europe. - Advanced PC user: MS-Office (Word, Excel, Power Point), Adobe Photoshop, Corel Draw, experience with translation programs: SDL Trados 2007, SDL Trados 2009, SDL Passolo.Knowledge of office equipment (fax, Xerox, printer, scanner).  |
| **Knowledge of foreign languages** |

 English – fluent, Spanish – fluent, Chinese – beginning.

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| **Personal qualities** |

Sociability, responsibility, efficiency, optimism, activity, steadiness against stress, purposefulness, creativity, accuracy, general polymathy, initiative, quick learning capability.

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| **Hobbies** |

Dancing, soccer, traveling, snowboarding, surfing, racing, studying of culture, music, reading.

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| **Recommendations** |

***Victor Gorelov***

General Director of “Engineering Technologies of Sport” LLC., mob.: +79284567337

***Oksana Kostyuk***

Personal Assistant to Expat, Mercedes Benz Holding, mob.: +79096663459

***Julia Nikitina***

Guide-interpreter / Travel Agent, “Sochi Holidays” Ltd., mob.: +79881619011