|  |  |  |  |
| --- | --- | --- | --- |
|  | **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. | | | | |
| **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.jpg  February 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.png](http://www.google.ru/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&docid=bwVVvBy7fGVbZM&tbnid=JM2EIH0LJbb5UM:&ved=0CAUQjRw&url=http://moikrug.ru/companies/856796330/&ei=5rxqU7nmFofaPPXxgJAB&bvm=bv.66330100,d.d2k&psig=AFQjCNHqYZisFlUt2P_GDmNsxlcmcPu9ew&ust=1399590455305016)  September 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.jpg](https://www.google.ru/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&docid=S8Ee9CypfyYHuM&tbnid=MuwWQwOBGHo-VM:&ved=0CAUQjRw&url=https://ru-ru.facebook.com/grandhotelpolyana&ei=gL1qU4eYHIGnO6y6gLAC&bvm=bv.66330100,d.d2k&psig=AFQjCNFosL-I0mA1NkiPTp95gpWtgmBQdw&ust=1399590648686183)  [https://encrypted-tbn2.gstatic.com/images?q=tbn:ANd9GcRXuenwyMZOKYV4NqFPfX15XcRflX0QobVbagOBO1C4lIrQ0G9G1g](https://www.google.ru/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&docid=S8Ee9CypfyYHuM&tbnid=MuwWQwOBGHo-VM:&ved=0CAUQjRw&url=https://ru-ru.facebook.com/grandhotelpolyana&ei=gL1qU4eYHIGnO6y6gLAC&bvm=bv.66330100,d.d2k&psig=AFQjCNFosL-I0mA1NkiPTp95gpWtgmBQdw&ust=1399590648686183)  October 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 Center](http://www.bccenter.org/index.php)  May 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.

|  |
| --- |
| **Personal qualities** |

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

|  |
| --- |
| **Hobbies** |

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

|  |
| --- |
| **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