

CV

First name: Viktoriya

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Date of birth: 18.06.1976

Citizenship: Republic of Kazakhstan

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Position applied for: Free-lance translator/interpreter (Russian, English), proofreader, editor

Education: Higher – Aktyubinsk University named after K.Zhubanov
1993-1997, first-class degree diploma
Faculty of Foreign Languages
English Department

Profession: English teacher

Basic subjects: Theory and Practice of the English Language, Pedagogy, Methods of Foreign Language Teaching, Methods of Interpretation and Translation

Professional skills improvement training:

- Institute «Moscow International School of Translation and Interpreting» Russian Federation, Moscow, September 2002.
Special program – oral and written technical translation
- Company «Check Point Central Asia», training «Core Management Skills»
Kazakhstan, Almaty, December 2004.

Languages: Russian - native, English - fluent, Kazakh - beginner

Computer skills: PC User – MS Windows, Microsoft Word, Excel, Power Point, Adobe Acrobat Professional, Visio, Project, ABBYY Fine Reader, Wordfast, Trados (SDL Trados Studio 2014 Professional)

Personal characteristics: Accuracy, scrupulousness in translating; flexibility, striving to accommodate to customers' requirements; creativity, sociability, team work capability; experience of establishing of a translation department, organizing of functioning and further management of such department; experience of establishing and managing the own translation agency.

Job experience:

June 2008 – up to now **Free-lance translator (private entrepreneur)** – various translation agencies. Translation of documents. Subjects – oil and gas industry (design, construction, process engineering, contracts, legal, finances and budgeting, HSE, drilling, geology, reservoir management), power engineering, nondestructive testing, metrology, companies' policies and procedures, minutes of meetings, RoK and RF legislative acts. Proofreading of others' translations. Main clients – “Agip KCO”, NCOC, NCPOC, “Karachaganak Petroleum Operating B.V.”, “Tengizchevroil” LLP, “TOTAL E&P Nurmunaï” Branch in Aktobe.

August 2009 – February 2011 **“Alba Development Services Limited”** (contractor of Karachaganak Petroleum Operating B.V.), Aksai, Kazakhstan – **Translator**. Translation of documentation (health and safety in oil and gas).

July 2007 – November 2010 **“Abiroy Technical Training Ltd.”**, Atyrau, Kazakhstan – **Translator/Interpreter** (free-lance). Support of IEMA, NEBOSH, IOSH training courses – environment protection, health and safety. Interpretation at courses (training provided by English-speaking instructors). Translation of handouts, slides, assessments and practical works.

- March 2005 – May 2008** – “**Kazakhoil Aktobe**” LLP, Aktobe, Kazakhstan – **Translation Group Head, Linguistic Support Department Head**. Translation of technical and business documents. Subjects – oil and gas industry (design, construction, process engineering, HSE, drilling, geology, reservoir management, contracts, legal, finances and budgeting). Interpretation at presentations, Directorate and Shareholders meetings, meetings with employees and contractors. Coordination of the Linguistic Support Department work and associated administrative activities (receiving and distribution of requests, maintaining of time-sheets and financial documentation, reporting, compiling of and control over the department budget, monitoring of the agreement with the contractor rendering translation services at the field, interaction with other departments and the Company management). Proofreading of others' translations. Mentoring activity – compiling of employees' development plans, training and improving of qualification of other translators/interpreters.
- November 2003 – February 2005** – “**Kazakhoil Aktobe**” LLP, Aktobe, Kazakhstan – **Translator/interpreter** (via Translation agency “Forus”, then employed by KOA). Translation of technical and business documents. Subjects – oil and gas industry (design, construction, process engineering, HSE, contracts). Interpretation at presentations, Directorate meetings, Shareholders meetings.
- January 2000 – August 2003** – “**Tengizchevroil**” LLP, Atyrau oblast, Kazakhstan – **Translator/interpreter** of the Facilities Engineering Department. Translation of documents. Subjects – oil and gas industry, technical documentation, design packages, regulatory packages, drawings, job packs on different disciplines (mechanical, electrical, instrumentation, civil, commissioning works, nondestructive testing), contracts, price proposals, strategy and planning of the company development, presentations – reports for Partnership Council meetings. Interpretation at meetings, presentations at partnership council meetings, business plan presentations for current year, projects considerations (hazardous operations analysis), meetings with contractors.
- September 1999 – December 1999** – “**SMEDA**” agency, Aktobe, Kazakhstan – **Translator/interpreter**. Translation of documents (subjects – geology, marketing, business plans, contracts), interpretation at meetings with clients, Governmental Authorities.
- November 1998 – February 1999** – **European Bank of Reconstruction and Development**, Aktobe, Kazakhstan – **Translator/interpreter, secretary, administrative assistant**. Translation of documents (subjects – banking, bank loans); interpretation at conferences and meetings, live TV press conferences, meetings with bankers, Governmental Authorities, clients; office work.
- July 1998 – October 1998** – “**SMEDA**” agency, Aktobe, Kazakhstan – **English teacher**. Video-course for adults "Starting Business English". Subjects: business negotiations, contracting, marketing, traveling.
- June 1998** – **JE “Aktobe Preussag Munai Ltd”**, Aktobe, Kazakhstan – **Translator/interpreter, secretary**. Translation of documents (subject – oil and gas industry), interpretation at conferences and meetings, filing and office managing.
- May 1998** – “**TACIS**” agency, Aktobe, Kazakhstan – **Translator/interpreter, secretary**. Translation of documents (agricultural subjects - cattle raising, crop farming), interpretation at conferences and meetings, office work.
- September 1997 – December 1997** – **Podolsk school**, Krasnogvardeiski rayon, Orenburgskaya oblast, Russia – **English teacher** (5-11 forms).