

**ANASTASIA IVANNOVA**

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**Objective:** a diverse translation job

**SUMMARY:** Remarkably gifted and self motivated Interpreter/Translator with huge experience providing optimal interpretation and translation support in a variety of spheres including politics, techniques, law, culture etc.

**Summary of Qualifications**

- More than five years experience.
- Excellent Russian and certified proficiency in English.
- Proven excellent written English.
- Proven ability to translate complicated texts such as law, IT and official documents.
- Excellent communication and presentation skills in both Russian and English.
- Excellent computer skills (Trados, MS Office, Word, Access, Excel, Power Point).
- Highly motivated and results oriented with the ability to plan ahead.
- Excellent knowledge to EU.
- Profound knowledge of EU policies and institutions particularly those pertaining to the European Structural Funds.

**Professional Experience**

Moscow State linguistic university,  
**Interpreter/Translator**

- Provide interpretation and translation assistance related to the preparation of quarterly reports and other project reports.
- Perform translation of background documents like related to project implementation.
- Provide translation (including simultaneous translation where necessary) and interpretation support at training sessions, workshops, seminars and conferences
- Provide other interpretation and translation related to the project as required.
- Used specialized translation software in the production of written translation and formatted documents when possible as specified by the Fidson Language Shop Service Development Manager.

**Education**

**Bachelor's Degree in Moscow State Linguistic University (2011), Graduate  
Magister course 2013**