|  |
| --- |
|  |

Anastasia Nazaryan

Date of birth: 27/05/1976

Mobile: +7 903 274 8058

e-mail: Anastasia.Nazaryan@gmail.com

|  |  |  |  |
| --- | --- | --- | --- |
| Career Summary | |  | | --- | | From July, 2012 – Freelance translator   * Translation of various texts from English into Russian for corporate and individual   clients, including sport book, business reports, political reports, marketing  materials   * Appleied language skills such as grammar, syntax, semantics, style and   appropriate terminogoly   * Consistently completed work by deadline   October, 2008 – June, 2011  Project Officer/Translator, Climate Security and Science Section, British Embassy in Moscow | | Responsibilities:  * Translate/Organise translations/Proof-read articles, documents and reports on politics,   climate change, science, energy, environment, economics     * Translate official letters between UK-Russian ministries and official bodies * Publicise information on UK-Russia cooperation, including through   British Embassy in Russia web-site and booklets, write projects success stories |   April, 2005 – October, 2008  Assistant Project Manager/Translator for  Science, Environment and Nuclear Safety Section, British Embassy in Moscow |
|  | Responsibilities:  * Translate articles, letters, reports on climate change, science, environment, and energy * Translate booklets on scientific and environmental UK-Russia cooperation      * Interpret at meetings, conferences, round-tables * Co-ordinate publicity on science, climate change and energy project portfolio: update regularly relevant web-pages on the Embassy web-site |
|  | June, 2002–March, 2005 - Seiko Epson Corporation, Moscow office  Localization Specialist    Responsibilities:   * Specify linguistic guidelines, expectations and quality standards at project outset * Review & Approve Glossary * Act as the first point of contact for any linguistic query resolution with localization vendors * Gather and proof-read technical translations (user-guides, manuals for printers, scanners, software) done by vendors |
| Education  **Training courses** | 1999 - 2000 Dusseldorf University, Germany  German Language Study    1993-1998 Ulianovsk State University, Russian Federation  Degree in Linguistics (English-Russian Translator)  1993-1998 Ulianovsk State University, Russian Federation  Degree in Sociology  Climate and Energy Security – FCO, London, 2011  Programme and Project Management – FCO, London, 2009 |
| Skills | English fluent, German good  MS Office (Word, Excel, Power Point) – advanced user |