**Guzel Rakhimova**


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# (EU citizen)

**SUMMARY**

**LANGUAGES**

I have a 7 year experience in translation service, specializing in legal , financial, technical and tourism and travel translation, with 15-year experience in financial and accounting fields and 3-year experience in mechanical engineering.

Seeking a position of a distant language translator or a proofreader with a translating company or a direct client.

Source languages are English and Italian, target language is Russian (native). As well I can translate from Russian into Italian by about native speaker level.

# WORK EXPERIENCE

**Freelance language translator**

* Translated technical manuals and designs (pdf and dwg formats), legal (contracts, agreements and statutes) and financial (accounting statements and notes, IASB materials, entry documents) documents and web-sites (sport trading, hotels and restaurants, tourism and travel, different industrial companies web- sites) from English into Russian, from Italian into Russian and from Russian into Italian;
* Proofreaded technical and legal translation from different languages into Russian

# “Vade Mecum di Elena Bogni”, Somma Lombardo (VA), Italy

## *Distant language translator*

* Translated manuals, drawings and technical documents of equipment for polymer extrusion from Italian into Russian and from English into Russian

# “Tebowa-Nur” company, Kazan, Russia

## *Distant language translator*

* Translated contracts and business correspondence of foundary equipment purchase, offers, contracts, manuals from Italian into Russian and vice versa, from English into Russian

# “SpeakLike Inc.”, New York, USA

## *Distant language translator*

* Translated legal documents, business correspondence (IT), advertisements, twitters and web-sites from English into Russian and vice versa.
* Proofreaded translations from English into Russian

02/2008 –

to date

09/2012 –

12/2013

6/2009 –

12/2013

1/2009 –

12/2012

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| **Participation in large and important projects*** Translation of reports and financial statements of Pirelli Group from English and Italian into Russian;
* Translation of reports and financial statements of Troika Dialog Group companies from English into Russian;
* Translation of IASB Discussion paper “Extractive Activities” from English into Russian;
* Translation of documents and drawings (dwg format) from English into Russian for:
* BMS of Astana Airport Business Terminal,
* Kashagan Development Experimental Program,
* South Yoloten Gas Field Development Project - Turkmengas and Petrofac Project,
* Tobolsk PDH plant from English into Russian;
	+ Translation of luxury goods and fashion catalogues and presentations from English and Italian into Russian for:
* Bulgari,
* Dudubags,
* Braccialini;
* Translation of hotels web-sites from English and Italian into Russian for:
* BEST WESTERN,
* Booking.com,
* Starwood hotels & resorts worldwide;
* Translation of drawings, specifications, manuals, presentations and technical bulletins (dwg and pdf formats) of Flowserve valves from English and Italian into Russian.
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| **“Bashresurs LTD”, Ufa, Russia*****Senior accountant*** | 01/2003 –05/2006 |
| **The State Tax Service Department of the Republic of the Bashkortostan – The Office of the Biggest Tax-Payer Control, Ufa , Russia*****Senior tax inspector – the 3d rank tax service counselor*** | 06/1992 –12/2002 |
| **Saving bank of Russia, Ufa, Russia*****Senior accountant*** | 09/1991-06/1992 |
| **Ufa branch of GIPRONIIAVIAPROM (State Scientific Research and Planning Institute of Aircraft Industry), Ufa, Russia*****Engineer*** | 08/1988-08/1991 |

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| **EDUCATION** | **Diploma in Economics*****Ufa branch of All-Russian External Financial-Economic Institute, Ufa, Russia*****Diploma in Mechanical Engineering*****S.Ordzhonikidze Ufa Aircraft Institute***, ***Ufa, Russia*** | 09/1992 –03/199509/1983-06/1988 |
| **PROFESSIONAL DEVELOPMENT** | **Technology Skills:** TRADOS Studio 2011; Microsoft Office Package; AutoCAD; active Internet user.Up to 1500 - 2000 words a day can be translated (depending of the text difficulty). |  |
| **RATES** | My min.rate for translation is €0.05 per source word, My min.rate for proofreading is €0.025 per source word. |  |
| **REFERENCES** | Available upon request |  |