

JANNA KISHEVA

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Fields of activity:

1. Translation of written documents from a source language to a target language (English-Russian/Russian-English/German-Russian);
Specialization: economics, marketing, finance, literature, arts, history, official letters, technical (general) product promotional materials;
2. Copywriting of exclusive articles on desired subject (for web-site, magazine, exhibition, etc); preparation of short promotion texts for on-line shopping products on 3 languages (Russian, German, English); project management for preparation of specific articles (working together with specialist (doctor, engineer, etc), adopting the content for customers, coordination with editors, translation of the final version to target language).
3. "Turn-key" solution for exhibitions in the Russian Federation and CIS countries;
4. "Turn-key" solution for seminars, conferences and forums in Russia and CIS countries;

Work experience:

2008-2013 EL TEIDE TECHNIKE, LLC.

Regulatory and legal department, Project manager.

1. Analyzing all incoming documents for registration of medical devices and pharmaceuticals in the Russian Federation;
2. Translation of all documents for dossier but specific technical and clinical tests;
3. Controlling of subcontracting translation agencies (terms, quality control);
4. Initiating new documents if needed in accordance with Russian legislation (preparation of the document in Russian – translation in into English, conformation with Manufacturer (Customer), final correction (if needed);

2013-2016 FAVEA HOLDING

Marketing department, Project manager.

1. Preparation of all marketing materials including adaptation and translation if initial promotion materials (27 different medical products and devices produced in different countries);
2. Editing of special articles devoted to the pharmaceutical business in the Russian Federation and CIS countries in GMP News magazine (and other magazines – the articles were edited under the name of other people);
3. Leading of news link of company including copywriting of exclusive articles;
4. Organization of big forums and seminars (from 150 to 300 ppl) including translation and adoption of all materials of lecturers, promotion materials on the subject of pharmaceutical management, clean rooms, risk analysis, quality control, etc.

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Education:

1. 2001-2006: KBSU State University, Romano-Germanic Philology Department (spec.: the English language); license;
2. 2006-2008: Goethe Institute, advanced German courses (Frankfurt-am-Main); certificate;
3. 2008-2010: KBSU State University, professional retraining for Civil legislation system of the Russian Federation; license;
4. 2016: 6 months – Effective management skills, LMI. INC (Waco, Texas, USA); certificate.

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