**MARINA SOLDATENKOVA**

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**OBJECTIVE:**

Seek the Position of part time Freelance Translator from English into Russian.

**SKILLS:**

• Almost 30 years of experience.

• Excellent Russian.

• Fluently read and write English.

• Extensive experience in translation of complicated texts in such areas as building and construction, education, electronics, engineering, geography, history, medicine, travel and tourism, etc.

• Highly organized and detail-oriented.

• Extensive experience in Internet research methods.

• Versed in checking and proofreading of Russian texts.

• Switch swiftly from translation to checking and proofreading if needed.

• Use touch-typing in Russian.

• Used to work in team and with strict timetable.

• Took Course in Translation Techniques.

• Took English Comprehension Course.

**PROFESSIONAL EXPERIENCE:**

1994 – Present

Volunteer service for the Watchtower Society.

• Perform functions of English-Russian translator, dealing with texts in very different topics: from biology, history and travel to construction, science and technology.

• Perform functions of English-Russian translation checker and Russian text proofreader.

• Perform needed research in Internet and in library’s funds.

Freelance translation. The latest projects: Electrosurgical Units (User Manuals, Test Reports), Alginate Impression Material (CE Technical File, Certificate of Analysis, etc), Micrometer Model 49-56 instruction manual.

1985 – 1994

Translator at the factory *Viton* (Leningrad, USSR).

• Performed translation of different texts in radio electronics, radio equipment, technical documentation, instruction manuals, business economics, and so on.

• Performed research of information for the factory’s stuff in the city’s scientific libraries.

**EDUCATION:**

Degree: Electrical Engineer.

Polytechnic Institute (Leningrad, USSR), 1988.

Degree: English-Russian Translator of Scientific and Technical Literature; Radio Technician.

Radio-Polytechnic School (Leningrad, USSR), 1984 (cum laude).