

Olga Petrova

WORKING LANGUAGES

Russian (mother tongue)
English
French
Portuguese

SUBJECT MATTERS

Coal Mining, Oil (Geology, Drilling), Business and Finance, IT, Non-Ferrous Metals (Alumina Production), Lean, Kaizen

WORK EXPERIENCE

07/2015 – present time

Avangard Linguistic Studio, Kemerovo, Russia

Position: owner, translator, reviewer, translation project manager.

Responsibilities: translation, review of translations, consecutive interpretation, simultaneous interpretation.

Subject matters: coal mining, machinery, oil industry, industrial safety, law, IT, finance, medicine.

12/2009 – 07/2015

Versio Translation Agency, Kemerovo, Russia

Position: translator, reviewer, translation project manager.

Responsibilities: translation, review of translations, consecutive interpretation, simultaneous interpretation.

Subject matters: coal mining, machinery, oil industry, industrial safety, law, IT, finance, medicine.

05/2009 – present time

Logrus Translation Company, Moscow, Russia

Position: translator, reviewer.

Responsibilities: translation and review of various materials, help files, software interface strings.

Subject matters: IT, accounting, economics, finance.

Projects: SAP, Oracle, Microsoft, etc.

09/2007 – 03/2009

UC RUSAL, RUSAL Production System Implementation Project at Achinsk Alumina Refinery (RUSAL Achinsk JSC), Achinsk, Russia.

Position: interpreter / translator / interpreters' team coordinator.

Responsibilities: interpretation (consecutive / simultaneous) of lectures, workshops, business talks, official meetings, sessions of the Steering Committee, translation of project-related documentation, allocation of interpreters, glossary compilation, management of translation flow.

Subject matters: alumina production, process equipment, Toyota production system, Lean production, Kaizen Management System.

06/2003 – 08/2007

Logrus Translation Company, Moscow, Russia

Position: translator, reviewer.

Responsibilities: translation of various materials, help files, software interface.

Subject matters: IT, accounting, economics, finance.

2002 – 2003

Freelance translator / interpreter; responsibilities: translation / interpretation

for private customers and companies

EDUCATION

1997 – 2003

Kemerovo State University, Department of Foreign Languages, Sub-Department of Translation and Interpretation (graduated magna cum laude)

SKILLS

Highly PC literate (MS Office, Internet Explorer, Opera, TRADOS, SDLX, Microsoft Localization Studio, Microsoft Helium, Idiom Workbench, etc.)

REFERENCES

Ms Olga Hopiyaynen

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