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|  |  | **Name** |  | Svetlana Lomakina de Leiva |
| **Degree** | Psychology |
| **Job Title** | Guide-interpreter, translator |
| **Nationality** | Russian |
| **Date of Birth** | 1975/15/09 |
| **Gender** | Female |
| **Desired Job** | Translator |
| **Address** | Itata, 255 |
|  | 3800405 Chillan, Chile |
| **Telephone** | +56 9 62691435 |
| **E-mail** | lomakinas@yahoo.com |
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| Professional Summary | | | | |
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| Professional with over ten years experience in tourism and in the management of private enterprises, in the ambience of the tourism, in particular in the international one (geography, history, arts etc.) Possesses excellent fluency – both verbal and written – in Spanish and Russian and deep knowledge of Spanish ( both - South American and Spanish one) culture. **General erudition and extensive vocabulary in both languages. Profound ability to express thoughts clearly and concisely on both languages.** | | | | |
| My Skills Summary | | | | |
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* Understands terminologies in the following industries: Tourism and hospitality, gastronomy, arts, mass media.
* Adherence to the Code of Ethics for Interpreters that protect the confidentiality of information.
* Excellent consecutive interpretation skills and proofreading skills (russian).
* Excellent social skills – Ability to work with a wide range of people from various backgrounds, using superb customer service and communication skills.
* Knowledge of MS Office (Word, Excel).
* Clear enunciation and pronunciation – Pleasant/professional voice and polite forms of expression.
* Bachelor’s degree in Psychology.
* Guide-interpreter certification, Moscow Translators Association member.

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|  |  | Work Experience |

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| 2003 MAY -  Present  1999 June-  2003 May |  | **VODOJOD and POLITOURS (Moscow)** |
| **GUIDE-INTERPRETER**  Works as official certificared tourist guide in Moscow city and as a guide in the fluvial cruises between Moscow and Saint Petersburg. The cruises are organized by the Spanish company Politours and the Russian Cruise Company Vodohod.  The functions are the following ones: organization of the excursion program in Moscow, its museums and art galleries. During the navigation attention to the tourists, translations necessary for the communication of the passengers and russian speaking staff, preparation and translation of the daily programs and menu of the restaurant, organization of animation on board of the ship. Consecutive translation of the excursions for the cities and villages during the navigation. Organization of the transfers of the tourists from/to airport –railway station etc.  During my residence in Chile I used to work as a freelance translator.  **Alexandrinox Ltda.**  (Moscow)  **International business Executive**  Provided service as international business executive in an importer wholesale company of furniture from Spain. Provided attention to the clients, attention to the director and his phone calls from/to Spain. Preparation of the orders to the Spanish furniture factories, commercial offers for the Russian clients and of the necessary documentation for the Spanish and Russian Customs. Assisted in proofreading translated materials. |
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|  |  | Education |

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| 2000  2004  1995 |  | **Moscow State Open Pedagogical University** |
|  | **Psychology**  **Moscow INTOURIST company and Association of Guides, Interpreters and Managers of Tourism of Russia**  **Tourist guide**  **Ministry of Foreign Affairs of Russian Federation**  **BILINGUAL EXECUTIVE- SECRETARY ( English-Russian)** |
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|  |  | Languages |

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| **Mother tongue** |  | **RUSSIAN** | | |  |  |  |  |  |  |
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|  |  | **Understanding** | | |  | **Speaking** | | |  | **Writing** |
| Language\* |  | Listening |  | Reading |  | Spoken  interaction |  | Spoken  production |  |  |

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| Spanish |  | LanguageRating |  | LanguageRating |  | LanguageRating |  | LanguageRating |  | LanguageRating |
| English |  | SummaryRating |  | LanguageRating |  | SummaryRating |  | SummaryRating |  | LanguageRating |
| Russian |  | LanguageRating |  | LanguageRating |  | LanguageRating |  | LanguageRating |  | LanguageRating |

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|  |  | \* Common European Framework of Reference (CEF) level |