Tatiana MAXIMOVA

Phone: (+7) 927 212 7680

E-mail: tatianamxmv@gmail.com

# **Educational background**

* 2012 – Licence (BA degree) in foreign languages: English and Spanish, awarded with honors.
* 2012 - DEUG: University Diploma taken after two years' study.
* 2009 to 2012 - studying towards a BA Degree in English and Spanish Applied to Business at Sorbonne University in Paris.

During the three-year course, I have learned how to translate business texts and articles as well as history and political structure of English- and Spanish-speaking countries. Also learned to do oral presentations, write memoirs, summaries and essays.

* 2009 - High School Diploma specialized in Accountancy and Management, awarded with honors.

# **Work experience**

* October 2014 to present day – part-time freelance translator
* February 2014 to present day – Translator at JSC TYAZHMASH; one of the largest firms in Russia specializing in power engineering, building industry, military defense and space among other things.

My tasks are to translate documents (using specific technical and legal vocabulary) into- and from different languages while mostly translating English-Russian.

* September 2011 to June 2012 - Breakfast service at Kyriad Hotel in Paris.

My tasks included welcoming clients, preparing the buffet, passing orders for the next day. Group work with the other hotel employees.

* July/August 2011 – Internship at the Tourist Office in Picardie, France. Reception, short stays reservations, informing tourists about the town's history, selling souvenirs and museum tickets.
* Fall 2010 - private tutoring once a week. Teaching a 14-year old girl to speak Russian.
* Summer 2008 - a two-month job as an assistant secretary at the "ROR Pompes à chaleur" enterprise. Was in charge of filing documents and keeping accurate computer records of the sales.

# **skills**

* Fluent in English and French.
* Good command of conversational Spanish due to 6 years of studies and a one-year stay in the country.
* Native Russian speaker.