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| ***Business address in Georgia:***  Chitaia street, N38, apartment N1  Chughureti district, Tbilisi  0102, Georgia  ***Post address in Russia:***  15, Zhmaylova Street, apt. 69  Rostov-on-Don, 344090, Russia | ***Tel.*** Mobile in Georgia: +995 598 164 883  Mobile in Russia: +7 903 46 111 25  *Primary e-mail:*  golub\_vitaly@mail.ru  ***Secondary e-mail:*** golub.vitaly@gmail.com |

Vitaly A. Golub

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| Personal Information | Date of Birth: May 31, 1978   * Marital Status: single |
| Objective | Obtain position of translator that will allow me to take advantage of my knowledge of English and native Russian |
| Education | Rostov State University (at present, Southern Federal University)  Mechanics and Mathematics Faculty  Qualification: Mathematician  Speciality: Applied Mathematics  Specialization: Software and Dataware for Economics  Degree: Specialist. Graduated with high honors, 2001 |
| Professional Skills | Software: MS Office, Trados (2007, Studio 2014-2017), SDLX 2007, Idiom, Resource Studio, Localization Studio, Zeus, MemoQ, MemSource, Translation Workspace, Linguistic ToolBox, MateCat, SmartLing  Special Course: Theory of Accounting and Accounting Software |
| Languages | Course of English at the University:  Spoken English for 2 years; Technical English for 2.5 years |
| Work Experience | |
| ***07/2012–till present — Entrepreneur V. A. Golub***   * Self-employed individual (translation, editing, and reviewing) * Language pair: English — Russian | |
| ***02/2008–06/2012 — Entrepreneur N. V. Anistratov* (translation agency MVI-RUS)**  **Position: translator**   * Translation and editing of instructions, manuals, software interface, marketing presentations, web-sites, different technical texts | |
| ***02/2005–02/2008 –– Entrepreneur V. A. Golub***   * Self-employed individual (printing and publishing) | |
| ***07/2003–02/2005 –– Pride-Rostov, LLC* (trade in automobile chemical goods and car care products)**  **Position: analyst**   * Analysis of revenue, merchandise sales and stock rotation by customer and brand * Consumer preferences analysis by means of statistical processing of questionnaires | |
| ***10/2002–04/2003 –– Rostselmash, OJSC* (agricultural engineering)**  **Position: translator** of Technical Information & Patent Branch Bureau   * Translation of patent search software manuals and technical instructions * Translation of business letters and collateral materials | |
| ***05/2002–06/2002 –– Gendalf, CJSC* (accounting software)**  **Position: accountant**   * Salary accounting and working with advance holders | |
| ***04/2002–05/2002 –– Regional House of Folk Culture, Governmental Cultural Institution of Rostov Region***  **Position: programmer** of Department of Innovations and Elaboration of Sociocultural Development Programs   * Database maintenance in Microsoft Excel * Working with other office applications | |
| ***06/2001–11/2001 –– Rostovagropromstroy, OJSC* (building & construction)**  **Position: key specialist on securities**   * Maintenance of register of shareholders * Prediction of security prices using time series methods | |
| Fields of Expertise and Recent Projects | |
| **Translation , editing, and reviewing of texts in the following fields**  **(Language pair: English­–Russian):**   * Editing and validation of mobile devices interface for one of the leaders in the localization sector**,** preparing the Style Guide and the Glossary for Russian translators * Software manuals, interface and web-sites for Microsoft: Windows, Internet Explorer, Exchange Server, Channel Partner Portal * Quality assurance of different materials for a global information technology leader * Quality assurance of different web training tools, modules, and portals * Quality assurance of Intel’s promotional videos * Business ethics, [codes of conduct](http://navex.viadelivers.net/navexglobal/rcp/index.html?configDoc=../burst_custom/_alllangs/_alllangs_codel3_config.xml&opProfile=demo&trackMode=disabled), [conflicts of interest](http://navex.viadelivers.net/navexglobal/rcp/index.html?configDoc=../burst_custom/_alllangs/_alllangs_coil1_config.xml&opProfile=demo&trackMode=disabled), data privacy and [cyber security](http://navex.viadelivers.net/navexglobal/rcp/index.html?configDoc=../cybersecu_custom/_alllangs/_alllangs_cybersecu_config.xml&opProfile=demo&trackMode=disabled), [antitrust and competition law](http://navex.viadelivers.net/navexglobal/rcp/index.html?configDoc=../ab_custom/_alllangs/_alllangs_complaw_basic_config.xml&opProfile=demo&trackMode=disabled), [anti-bribery and corruption](http://navex.viadelivers.net/navexglobal/rcp/index.html?configDoc=../ab_custom/_alllangs/_alllangs_ab_basic_config.xml&opProfile=demo&trackMode=disabled), [third party relationships](http://navex.viadelivers.net/navexglobal/mcp/launch_nvglobal.htm?configDoc=../ecoc4_custom/_demo_alllangs_bst/alllangs_bst_myr_thirdparty_config.xml&opProfile=demo&trackMode=disabled), diversity and inclusion, [workplace harassment, discrimination](http://navex.viadelivers.net/navexglobal/rcp/index.html?configDoc=../wph8_custom/_alllangs/_alllangs_config.xml&opProfile=demo&trackMode=disabled) and violence, [abusive conduct and bullying](http://navex.viadelivers.net/navexglobal/rcp/index.html?configDoc=../burst_custom/_alllangs/_alllangs_wpvl2_config.xml&opProfile=demo&trackMode=disabled), human resources management * End user license agreements, disclaimers, non-disclosure agreements, contracts, legal documents, software copyright * Electronic commerce, mobile advertising and marketing analytics * Medical devices and equipment * Manuals for Caterpillar road-building machinery * Guides and online helps for Business Objects, AVG * Communications and network hardware, storage systems (Cisco etc.) * Instructions for different devices and products (Philips, HP, OKI, Motorola, Kodak, LG, Panasonic, BlackBerry, Samsung, Sony, Toshiba, Canon, Dell EMC, VMware, Honeywell, Tencent) * Web-sites and software products of different companies (including Google, IBM) * Mobile applications interface and quick start guides * Manuals on tractors, combine-harvesters, excavators (Hitachi etc.) * Drawings (General Electric) * Marketing presentations and collateral materials | |