|  |  |  |  |
| --- | --- | --- | --- |
| **Mr. Anastas Pekonidi**  Male, born on 23 January 1987  +7 (918) 8291652  [anastaspekonidi@gmail.com](mailto:anastaspekonidi@gmail.com) — preferred means of communication  Residence: Moscow  Citizenship: Russia, work permit at: Russia | | | |
| Desired position | | | |
| **Interpreter & Translator**  • Translation (English to Russian, Russian to English)  • Consecutive Interpretation | | |  |
| Work experience | | | |
| From May 2016 |  | **Mercury Construction Management Ltd.**  Moscow  Personal Assistant to General Manager (Interpreter and Translator)  - consecutive interpretation, translation - arranging appointments - using a variety of software packages - booking transport and accommodation - managing databases - implementing and maintaining procedures/administrative systems - liaising with staff, suppliers and clients - preparing letters, presentations and reports | |
| May 2008 — May 2016 |  | **Meridian Express Holidays Ltd.**  www.meridian-express.ru  Head of Tariffication Department. Project Manager. Leading Supervisor of an online booking system  - communicating with partners all over the world (b2b, b2c, corporate, VIP); - translation/interpretation;  - web site administration and localization; - organizing, supervising and controlling the work of Department (7 people); - training the team, assigning and delegating tasks, estimating tasks completion deadlines, evaluating and optimizing Department’s productivity; - KPI compliance monitoring and analysis; - providing cooperation between Tariffication and Travel Departments (London Office, Paris Office); - business trips (contracting and negotiating with suppliers and clients). | |
| Education | | | |
| Higher | | | |
| 2012 | | **Pyatigorsk State Linguistic University**  Faculty of History / Politologist, PhD in Political Science | |
| 2008 | | **North Ossetian State University after K.L. Khetagurov**  Faculty of Foreign Languages, Linguist. Teacher of the English and German Languages | |
| Professional development, courses | | | |
| 2005 | | **IDL 104 – MAJOR ISSUES IN INTERNATIONAL CONFLICT MANAGEMENT**  Stanford University, USA (distance learning), Certificate of completion | |
| 2005 | | **IDL 103 – SECURITY, CIVIL LIBERTIES AND TERRORISM**  Stanford University, USA (distance learning), Certificate of completion | |
| 2004 | | **IDL 101 – INTERNATIONAL SECURITY IN A CHANGING WORLD**  Stanford University, USA (distance learning), Certificate of completion | |
| Tests, examinations | | | |
| 2006 | | **TOEFL iBT (Internet-based test) - 103/120.**  ETS International System (Educational Testing Service), The English Language | |
| Key skills | | | |
| Languages | | Russian — native  English — a fluent speaker  Spanish — basic knowledge  German — I can attend an interview  French — basic knowledge | |
| Additional information | | | |
| Recommendations | | Luxoft USA  Viktor Stolbin (Lead Developer)  AXES Pro  Timur Tadzhibaev (Project Manager)  Meridian Express Holidays Ltd.  Alan Sautiev (General Manager)  North Ossetian State University after K.L. Khetagurov  Fatima Abaeva (Translator/Interpreter. Head of English Language Chair) | |
| About me | | Diploma with honors, more than 10 years of project translations (IT, legal, technical, etc.) and interpretation activities (VIP, top officials) alongside with vast expertise in business communications and negotiations with foreign partners have considerably contributed to my professional growth.   Here are the most interesting projects I took part in:   January 2015  Brewery “Bavaria”.   June 2014  London to Magadan Expedition  http://www.londontomagadan.com/   December 2013  “Bavaria” brewery.   May 2013  Interpreter for the U.S. national mixed martial arts team.  Mixed Martial Arts competition (MMA).  April 2013  Beer and soft drinks brewery "Darial".   September 2012 Fortinet Russia localization project (administration and translation).  December 2009  Seminars within the framework of the European Commission and Russia’s joint project "Improving the efficiency of women-social workers in natural disasters and other force-majeures".   August 2008  II International Arts Symposium "Alanika".  http://alanica-art.ru/2008   February 2008  Interpreter for the U.S. national freestyle wrestling team.  Freestyle Wrestling World Cup.   February 2007  Interpreter for the football club "Makkabi" Management.  UEFA football match: CSKA (Moscow) – Makkabi (Haifa, Israel). | |