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Anastasia Nazaryan

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| Career Summary |

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| From July, 2012 – Freelance translator * Translation of various texts from English into Russian for corporate and individual

clients, including sport book, business reports, political reports, marketing materials* Appleied language skills such as grammar, syntax, semantics, style and

 appropriate terminogoly* Consistently completed work by deadline

October, 2008 – June, 2011 Project Officer/Translator, Climate Security and Science Section, British Embassy in Moscow |
| Responsibilities:* Translate/Organise translations/Proof-read articles, documents and reports on politics,

climate change, science, energy, environment, economics * Translate official letters between UK-Russian ministries and official bodies
* Publicise information on UK-Russia cooperation, including through

 British Embassy in Russia web-site and booklets, write projects success stories  |

April, 2005 – October, 2008 Assistant Project Manager/Translator forScience, Environment and Nuclear Safety Section, British Embassy in Moscow  |
|  |  Responsibilities:* Translate articles, letters, reports on climate change, science, environment, and energy
* Translate booklets on scientific and environmental UK-Russia cooperation

 * Interpret at meetings, conferences, round-tables
* Co-ordinate publicity on science, climate change and energy project portfolio: update regularly relevant web-pages on the Embassy web-site
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|  | June, 2002–March, 2005 - Seiko Epson Corporation, Moscow office Localization Specialist  Responsibilities:* Specify linguistic guidelines, expectations and quality standards at project outset
* Review & Approve Glossary
* Act as the first point of contact for any linguistic query resolution with localization vendors
* Gather and proof-read technical translations (user-guides, manuals for printers, scanners, software) done by vendors
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| Education**Training courses** | 1999 - 2000 Dusseldorf University, Germany  German Language Study 1993-1998 Ulianovsk State University, Russian Federation Degree in Linguistics (English-Russian Translator)1993-1998 Ulianovsk State University, Russian Federation Degree in Sociology Climate and Energy Security – FCO, London, 2011 Programme and Project Management – FCO, London, 2009 |
| Skills | English fluent, German goodMS Office (Word, Excel, Power Point) – advanced user |