**Emil Iskandarov**

Almaty, Kazakhstan

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**Expertise in:**

Education, finances, media, video games, consulting, banking, politics, oil and gas, IT, economics , law, construction, design planning, news blocks

**Position:** Interpreter/Translator

**Supplementary services**: proofreading, transcribing, voice over

Career Synopsis

**Shanghai Cooperation Organization in cooperation with Kazakh University of International Relations and World Languages**

(Almaty, Kazakhstan) August 2010 – July 2013

*Simultaneous interpreter/Translator/Teacher of simultaneous interpreting and translation*

* Simultaneous interpreting at conferences held by the SCO and KazUIR&WL
* Simultaneous interpreting at SCO and KazUIR&WL meetings
* Consecutive interpreting at panel discussions (round tables)
* Written translation of educational programs, documentation, web-sites, motion pictures
* Translation/interpreting analysis and its peer review
* Simultaneous interpreting/translation trainings for master’s degree students

**Parliament of Kazakhstan** (Astana, Kazakhstan) September 2011 – September 2012

*Simultaneous interpreter/Translator*

* Simultaneous interpreting of politicians’ and foreign representatives’ speeches
* Consecutive interpreting during interviews held by representatives of news channels
* Consecutive interpreting at panel discussions (round tables)
* Escorting guests at meetings and onsite visits
* Written translation of speeches, minutes of sessions, progress reports, daily letters, etc

**World Intellectual Property Organization** (Almaty, Kazakhstan) October 2012 – November 2012

*Simultaneous interpreter/Translator*

* Simultaneous interpreting at meeting of the organization
* Written translation of minutes, speeches of participants, slide shows

**Atakent Exhibition center** (Almaty, Kazakhstan) June 2008 – July 2013

*Consecutive interpreter/Translator*

* Consecutive interpreting at meetings of the organization
* Written translation of technical documents, brochures, slide-shows

**KazBuild Exhibition** (Almaty, Kazakhstan) September 2013 – September 2013

*Consecutive interpreter*

* Simultaneous and consecutive interpreting for participants of the exhibition

**SEAI KZ LLP** (Almaty, Kazakhstan) October 2013 – November 2013

*Interpreter/Translator/Personal assistant*

* Written translation of contracts, correspondence
* Booking tickets, arranging visas
* Execution of contracts with foreign partners
* Consecutive interpreting of phone conversations and Skype conferences

**Affinity Language services** (Almaty, Kazakhstan) September 2013 – March 2014

*Interpreter/Translator(freelancing)*

* Written translation of contracts, bilateral agreements, technical specifications, instructions, advertisements, etc.
* Consecutive interpreting in different fields

**Rahat Palace Hotel** (Almaty, Kazakhstan) March 2014 – January 2017

*Interpreter/Translator*

* Written translation of contracts, bilateral agreements, technical specifications, instructions, decisions, reports, advertisements, internal correspondence, etc.
* Simultaneous and consecutive interpreting at meetings, BD’s meetings, Skype-calls, onsite visits, etc.
* Elaboration of a term base

**Rubio Limited** (Douglas, Isle of Man) March 2013 – December 2016

*Interpreter/Translator*

* Written translation of contracts, bilateral agreements, technical specifications, instructions, decisions, reports, advertisements, internal correspondence, etc.
* Simultaneous and consecutive interpreting at Skype conferences
* Assistance to the management staff

**AspanJet Airlines** (Almaty, Kazakhstan) September 2012 – December 2016

*Interpreter/Translator*

* Written translation of personal documents, guidelines, instructions, letters, contracts, bilateral agreements, technical specifications, instructions, decisions, reports, advertisements, internal correspondence, etc.
* Simultaneous and consecutive interpreting at Skype conferences
* Assistance to the management staff during onsite meetings

**L’Officiel** (Almaty, Kazakhstan) May 2014 – August 2016

*Translator/Copywriter*

• Translation of fashion related articles, product descriptions, reviews, etc.

**Deutsche Boerse** (Frankfurt am Main, Germany) September 2013 – June 2016

*Interpreter/Translator*

• Translation of IT related documents, product descriptions, articles, website materials, reviews, etc.

• Assistance to the company’s employees in conducting discussions, negotiations, meetings, etc.

**CloudAgents** (Budapest, Hungary) March 2015 – March 2017

*English-Russian Customer Support Agent*

• Inbound and outbound calls, customer support, handling emails/requests, live chat.

Education

**Kazakh National Pedagogical University** *(Almaty, Kazakhstan)* 2006-2010

*Bachelor of interpreting and translation*

1. **Kazakh University of International Relations and World Languages**
2. *(Almaty, Kazakhstan)* 2010-2012

*Master of simultaneous interpreting and translation*

Languages

*Russian – native; English – fluent; Kazakh – basic*

Proficiency

* High accuracy in simultaneous interpreting and written translation
* Ability to hold correspondence
* Compliance with confidentiality policies
* Strict observance of deadlines
* Excellent computer skills (Ms Office, Windows 98/ME/2000/XP/Vista/7/8, special software: Multitran, Lingvo X3M/X5, Adobe FineReader, image processing programs)