

# Sharipova Guzel

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**Objective:** Remote/ freelance translator (Russian ↔ English):  
written translation of technical, engineering, financial etc. documentation,  
interpretation during meetings, conferences, business trips,  
over-the-phone/Skype interpretation.

## Professional Experience

<b>03.2008 – 07.2014</b>	<b>Tobolsk-Polymer LLC, Tobolsk</b> Propane Dehydrogenation Unit and Polypropylene Production Unit Construction Project <b>Translator</b> (English language) Written translation of technical, financial documentation (engineering, construction, logistics, commissioning documents, drawings, invoices, contracts, financial reports, certificates, notes of meetings, manuals, HSE reports, business correspondence); interpretation during meetings, negotiations, teleconferences, business trips.
<b>02.2006 – 03.2008</b>	<b>Tobolsk-Neftekhim LLC, Tobolsk</b> Operating refinery for LPG processing and production of butadiene, isobutylene, propane, butane, hexane, MTBE <b>Translator of Technical Department</b> (English language) Written translation of technical, customs and financial documentation, correspondence; interpretation during meetings, negotiations, plant turnarounds with participation of foreign specialists.
<b>09.2002 – 07.2005</b>	<b>Foreign Language Schools, Surgut</b> <b>Teacher of English</b> Teaching English to students of Elementary – Intermediate level

## Additional Information

<b>04.2008</b>	Third Prize Winner at 8 <sup>th</sup> Saint-Petersburg Translator Competition «Sensum de Sensu», category «Translation of technical text from English into Russian language ».
<b>05.2004 - 07.2004</b>	<b>Mott McDonald Ltd, Surgut</b> Main Pipelines Renovation Project <b>Translator</b> (as a substitute during full-time employee vacation) Written translation of technical, financial documentation, correspondence. Office management, interpretation during meetings.

## Education and Training

<b>1996 - 2001</b>	Tobolsk State Teacher's Training High School, Tobolsk Foreign Languages Faculty Diploma with honors: foreign language teacher (English)
<b>2001 - 2002</b>	High School for Terminology and Translation, Omsk Diploma with honors: translator
<b>02.1997 - 03.1997</b>	'Twin' International School of English, London Course in English language

## Computer Skills

Using MS Office 2007 (Word, Excel, Outlook, Visio, Power Point), Internet, Adobe Acrobat, Abbyy Fine Reader for everyday work.  
Trados 2014, Wordfast Pro

## Personal and Professional Characteristics

Reliable, goal-oriented, success-driven, detail-oriented, excellent communication skills, high learning ability.  
Business trips are possible.

## Preferred areas for translation

Construction, Mechanical, Petrochemical (Dehydrogenation, Polymers etc), Engineering, Electrical and Instrumentation, Marketing, Tourism.