



**Kondrashkin Igor O.**

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Location: Moscow, Russia  
Birth date: October 9, 1966

## **Education**

### **Basic Education**

1983-1989

Moscow Power Engineering Institute, Electronics, First-Class Honors Degree

### **Additional Education**

1992

English Courses, Foreign Language Center, Russian Ministry for Foreign Affairs, Certificate of Graduation

1996

Business and Language Practice (one month on-the-job training in Great Britain), British Executive Service Overseas (BESO), UK

## **Professional Experience**

05.2007 – present

EnRus Translation Agency (division of e-House LLC) – **Senior Translator**

Translate and manage translation projects in legal, financial, marketing, management, accounting and other related fields for a lot of major clients (exact names will be provided upon request, subject to certain confidentiality restrictions).

01.1994 – 04.2007

Federal News Service – **Translator/Senior Translator**

Performed responsible legal, technical and sociopolitical translations for the company's most important customers, including the U.S. State Department, NATO, NASA, U.S. Embassy in Moscow, World Bank, EBRD, East-West Institute, PSI, Sibneft/Gazprom Neft, JTI, Levi's, and a number of world-famous Russian and international companies such as Ford and General Motors.

01.1992 – 01.1994

PAL Inform Business News Agency – **Head of Translation Department**

Managed the day-to-day work of the agency's Translation Department to translate Russian business news for *The Moscow Business Monitor* (Chapel Hill, New Carolina).

01.1991 – 01.1992

PANA Advertising and Publishing Enterprise, Moscow Branch – **Managing Director**

Designed and managed a variety of translation projects, including a translation-service campaign to help Russian ethnic Germans apply for German visas.

05.1989 – 01.1991

All-Russian Electrotechnical Institute – **Engineer in Electronics**

Developed and tested various power electronic devices. Translated and interpreted for the Department's management.

## **Additional Info**

### Languages

Russian: Native

English: Fluent

## **Summary**

Truly abundant experience (25+ years) in English-Russian and Russian-English translations. Maximum attention to details. Careful and responsible performance of professional duties. Communicative. Fluent in written and oral English, including special terminology (law, computer technology, electronics/radio electronics, power engineering, commercial, sociopolitical, etc.). Profound skills in personal computing, including the use of popular office software (such as MS Word, Excel, PowerPoint, Outlook, etc.), translation memory software (SDL Trados Studio 2014, MemoQ and Smartling) and various electronic dictionaries (such as Lingvo, Multitran, MultiLex, etc.). Technically literate, computer enthusiastic. Experienced in assembling, maintaining and upgrading PCs and peripherals, as well as installing and setting up various computer software.