KARLYGASH SEPBAYEVA

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**Education**

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| 2008-2012  2012-2014 | Al-Farabi Kazakh National University  High School of Economics and Business  Finance, Bachelor    Al-Farabi Kazakh National University  High School of Economics and Business  Finance, Master |

**Professional experience**

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| April 2013 – December 2013 | **School Secretary**  UNESCO Associated School at the Kazakh-American University   * Processing of incoming and outgoing correspondence * Assistance in the preparation of the organization of meetings * Provision of the workflow for school principal * Maintenance of the database of staff and students, reports and records * Organization and maintenance of the filing system * Provision of the office supplies, maintenance of inventory records, processing of orders and invoices. * Coordination of staff training, participation in the selection of staff * Reception of visitors * Monitoring the execution of orders and instructions of principal |
| September 2014 – present | **Translator**  Translation Agency “Mankent”   * Translation and localization of various projects: * SAP software localization. Participation in creation and approving the Glossary terms. * Localization of software and user documentation of Elekta, GE Healthcare, Olympus, Philips Healthcare, TECNIS Healthcare products. * Localization of software and user documentation of LG, Samsung, Panasonic, Sony, Whirlpool household appliances. * Localization of software and user documentation of OSRAM, MSA, Makita, Tengizchevroil, Decathlon, Huawei, HP, Epson and many other products. * Localization of software and user documentation of John Deere machinery. * Localization of software, user documentation and marketing content for Harley-Davidson motorcycles and accessories. * Localization of software and user documentation of Caterpillar machinery. Preparation of the glossary. Update and addition of glossary terms. Assistance in composing the Kazakh style guide. * Localization of Microsoft Office UI and UA content. Non-translation tasks, such as policheck, bugfixing in JIRA, term implementation, linguistic testing, Oddjob tasks and miscellaneous queries from client. * Localization of marketing and site content for B.Braun, Coca-Cola, Google, YouTube, Rolls-Royce, IELTS, Wycon, etc. * Localization of user interface context for Microsoft Office products, Facebook, Apple. |
| January 2015 – present | **Editor**  Translation Agency “Mankent”   * QA verification, editing and proofreading of the translated content * Completion of Linguistic Sign-Off (LSO) tasks * Correction and update of the text according to the client’s instructions * Provision of term and style consistency, especially in projects completed by several resources * Error reporting and receiving feedback from translators * Participation in creation and approving the glossary terms * Preparation of style guides for new projects |
| February 2017 – present | **Kazakh Moderator of Microsoft Office products**  Translation Agency “Mankent”   * New term management in TermStudio * Maintenance of existing terms to be changed across all stages of global term change process * Review jobs, such as POD review, linguistic testing, LQA, HISR, xLanguage * Update and modification of Kazakh style guide and other linguistic instructions * Control of quality and uniform style of Kazakh content through MS Office products * Communication with localizers when required * Miscellaneous tasks from client |
| February 2018 – present | **Project Manager**  Translation Agency “Mankent”   * Communication with customers during the project management * Maintenance of invoices * Provision and coordination of continuous workflow for all translators * Distribution of workload to resources according to their qualification and specialization * Final check of the work before submission to the client * Training of new staff, help in adaptation in the team, CAT-tools training * Communication with freelancers of other language pairs except English-Kazakh * Resolution of any issues and complications arising in the process of project management * Any other work to be performed within the competence of the project manager |

**Skills**

* Optimization and simplification of the workflow
* Automation of routine work
* Work with large volumes of data
* Fast typing
* High transcreation and contextual translation
* Use of best references to ensure high quality translation
* Advanced computer knowledge
* Customized setup of CAT-tools for convenient work
* Extensive erudition potentially useful in work

**Language skills**

* English – Advanced
* Kazakh – Native speaker
* Russian – Advanced
* Work with translation pairs:
* EN-KK / KK-EN
* EN-RU / RU-EN
* RU-KK / KK-RU

**Software**

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| * SDL Trados 2007 * SDLX 2007 * SDL Trados Studio 2009-2022 * SDL Passolo 2011-2016 * MS LEAF * Memsource Editor * CitrixReceiver * Across * Wordfast * Translation Workspace | * MemoQ 2014 * Tstream Editor * PIXS * Chopin * Linguistic Toolbox * ApSIC Xbench * ChangeTracker * Verifika * MS Office apps |