

## NATALIA P. FOMINA

Saratov, Russia

Phone: +7-927-227-8908

email: reliabletrans@gmail.com

### Goal:

Provide swift and high quality translation for my customers



### Qualifications Summary:

- MA in Translation Studies (2005-2009, the University of Birmingham, UK)
- Trinity College TESOL Class certificate (2004, Sussex Language Institute, UK)
- Degree in English and Literature (1976-82, Saratov State University, Russia)
- Degree in Chemistry (1970-75, Saratov State University, Russia)

### Relevant Experience:

The projects I did in 2020-21 include: translated technical materials, worked as a proofreader for One Global Solutions, Ltd., translated MSDS-related materials for GLTaC Inc.

- 1) Translated HAZOP, LOPA and SIL materials.
- 2) Translated Material Safety Data Sheets, web-sites, process equipment operating procedures, pharmaceuticals documentation.
- 3) Interpreted daily meetings on regulatory, plant operations, technical water consumption issues, incident investigation meetings, technical and non-technical training classes, staff meetings, negotiations, interviews.
- 4) Interpreted and translated documentation on alternative water supply project, effluent treatment plant, boiler plant, lift station equipment and process issues; OPEX meetings and documentation; project works: construction; engineering work requests, wastes disposal, preparing for tie-ins, specifications.
- 5) Provided written translation of technical manuals, operating procedures, Process Hazard Analysis and Intense Process Review documentation, safety procedures.
- 6) Translated routine duties documentation, incident reports, meeting minutes, FileMaker Pro names and commands.
- 7) Translated and dubbed technical training videos for operators (e.g. *Chemistry Fundamentals, Basic Operator Responsibilities*.)
- 8) Helped Power Operations Group translating the following documentation: regulatory, operating expenditures, Human Resources (career ladders, resume, PMP), Power Management System computer program, orders, business plans, regulations, inspection reports.
- 9) Translated brochures, letters and emails as a volunteer translator.

### Relevant Employment History:

August 2008 to present	Freelance Technical Translator	Self-employed
June 2005 to August 2008	Lead Operations Area Analyst (50% of time for technical translation and 50% is for tracking operating expenditures).	Tengizchevroil, Kazakh-American JV, Kazakhstan
June 2001 to June 2005	Plant Operations Senior Interpreter	Tengizchevroil, Kazakh-American JV, Kazakhstan
March 1999 to June 2001	Group Supervisor, Technical Training Group	Tengizchevroil, Kazakh-American JV, Kazakhstan
April 1996 to March 1999	Technical Translator, Trainer, Senior Trainer, Technical Training Group	Tengizchevroil, Kazakh-American JV, Kazakhstan
Sep. 1983 to Apr.	Teacher of English and	Uralsk, Kazakhstan

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1996	Chemistry in a secondary school	
September 1980 – July 1982	Technical Translator, Patent Information Service	Oil and Gas Exploration Research and Development Institute, Saratov, Russia
August 1975-September 1980	Technical Translator in Patent Information Service	Chemical Plant, Saratov, Russia

### Completed the following training classes:

- Organic Chemistry
- Introduction to Chemistry. Structures and Solutions
- Writing in the Sciences
- Nutrition for Health Promotion and Disease Prevention
- Why Tree Incident Investigation
- Repetitive Stress Injury, computer workstation evaluation, certified evaluator
- Chevron Project Development and Execution Process Overview
- Process Hazard Analysis