**Olga Dyussengaliyeva-Reinholdt**

**Freelance Technical Translator/Interpreter ENG<>RUS**

**(Oil and Gas, Industrial Engineering, Fitness and Health, Literary and Marketing)**

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***This CV provides comprehensive information you need to start cooperation with me.***

**Contents:**

Education and Training 3

Work Experience 4

Specialization and Languages 6

Rates and Methods of Payment 7

References 7

Portfolio and further references 7

# Education and Training

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| 2002 – 2008  2009 – 2011 | **Aktobe State University named after K. Zhubanov Aktobe, Kazakhstan**  Linguistic – Interpreting / Translation Department  Major: Translator / Interpreter (English, German as second language)  Thesis subject: Translation of Technical Texts with Power and Electrical Engineering Terminology  Merit Graduation.  **World Technological University (supported by UNESCO), Moscow city, Russia**  Remote study (Internet-based) – second higher education.  Major: Business Management, bachelor degree |

**Professional training:**

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| December, 2005  June, 2006  June, 2007  July, 2007  December, 2008  May, 2010  May-June, 2010  February, 2011  August, 2011 | Gas reservoir and production engineering training (OPS Consultants Ltd.)  Training on production safety, Muster Warden, Behavioral Based Safety, SCBA use, First Aid, Fire Extinguisher use (Tengizchevroil J.V.)  Workstation Evaluator training (office ergonomics)  Breda Gate Valve Maintenance training  Project Management training based on ANSI PMI PMBOK standard, (PM Expert, Moscow)  Data-base User and Administrator training with Core Technology Systems Ltd (London, UK)  Training course on Synchronous Interpreting of Business Meetings; certified as Synchronic Interpreter from\to English language (St. Petersburg Trade and Commerce Chamber Business Training Center)  BOSIET (offshore survival) training with YKK, Atyrau, Kazakhstan    ISSA Personal Fitness Trainer Certification |

# Work Experience

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| April 2005 – May 2006 | **Wireline Oilfield Services JSC Aktobe office, Kazakhstan**  *Translator*   * Translation of technical documentation. * Translation of documentation for tenders, reports, financial documents, contracts, correspondence, etc * Compiling vocabularies and glossaries |
| December 2005 | **OSCE Aktobe, Kazakhstan**  *OSCE Observers’ Assistant for Presidential Election*   * Interpreting \ translation * Assistance |
| December 2005 | **Oilfield Production Consultants Limited Aktobe, Kazakhstan**  *Interpreter*  Interpreting for training course on gas reservoir and production engineering |
| May 2006 – June 2008 | **Tengizchevroil JV SGP\SGI\NGGS project, Tengiz field, Kazakhstan**  **(through Bolashak Atyrau)**  *Technical Translator \ Interpreter*   * Interpreting in conditions of construction and commissioning activities on production sites, at the field operations area, at well sites, in workshop and equipment premises (e.g. pump-houses, compressor-buildings, equipment shelters, etc.) * Translation of technical and other documentation, correspondence * Interpreting for meetings, training and other events * Interpreting for Muster Warden Team * Assistance in project planning work * Fulfilling occasional tasks, office support * Development of vocabularies and glossaries * Active participation in Office Ergonomic program, fulfilling the responsibilities of Office Ergonomic Evaluation Specialist. * Participation in Behavioral Based Safety observation program |
| June 2008 – August 2008 | **Abiroy Technical Training**  *Freelance translator*   * Translation of Engineering Training Materials |

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| October 2010 | **Peace Corps project, Insights into Development 2010**  *Translator*   * Translation of articles on development, social issues and NGO activities in Kazakhstan |
| September 2008- February 2011 | **Altius Petroleum International B.V. Aktobe, Kazakhstan**  *Technical Translator / Interpreter, COO Assistant*   * Translation of correspondence, technical documentation within the company * Interpreting for management and project meetings, meetings with contractors and state authorities, routine conversations, site visits * Filing technical documentation and reports * Assistance in Pipeline Construction project planning work * Administrative assistance for Chief Operating Officer * Scribing and developing minutes of meeting * Translation for drilling campaign   *Well-file Data-base Regional Coordinator*   * Implementation of SharePoint well-file data base within the company * Holding training on the data-base use and providing support to the users * Preparation of documents for upload to the system in compliance with the system standards * Keeping the data-base updated |
| February 2011 – March 2012 | **AGIP KCO \ PSNK, Kashagan EP Commissioning, Kazakhstan**  *Technical Translator / Interpreter*   * Translation and site interpreting for Electrical, Mechanical, HVAC, Telecom, Instrumentation and ICSS (Integrated Control and Safety Systems) teams during commissioning activities * Updating and translating commissioning procedures and administrative support on site |
| Since March 2012 - current | **Self-employed**  *Freelance technical Translator / Interpreter, Personal Fitness trainer and wellness consultant*  Translation of clients’ technical documentation  Translation and notarization of personal documents  Interpreting for training courses and meetings  Compiling my own glossaries and vocabularies  Marketing of goods and services in social media and through blog  Creating unique content for marketing purposes  Providing physical training services, nutrition and exercise consultation |

# Specialization and Languages

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| **Languages:**  **Working language pairs:**  **Fields of specialization:**  **CAT tool used:** | * Russian (native) * English (fluent) * German (basic) Kazakh * Kazakh (basic) * English – Russian * Russian – English * Geophysics, geology and oil and gas field development * Oil and gas tools and equipment * Drilling * Power generation * Production control systems and instrumentation * Electrical engineering * IT * Safety and Security * Markeing * Fitness Industry * Anatomy and physiology * SDT Trados Studio 2011 * MemoQ * DejaVu * Wordfast Anywhere * Wordfast Pro |

# Rates and Methods of Payment

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| **Translation:**  **Proofreading:**  **Interpreting:**  **Discounts:**  **Urgency:**  **Methods of Payment:** | * Eng-Rus: from 0.08 USD per source word * Rus-Eng: from 0.08 USD per source word * Eng-Rus: from 0.05 USD per source word * Rus-Eng: from 0.05 USD per source word * From 30 USD per hour + traveling and accommodation expenses. * Applied for exact matches * Particular discounts are discussed separately * 20%-50% urgency surcharge is applied. * Visa, MasterCard * PayPal * YandexMoney * Moneybookers * Bank Transfer |

# References

References are available at <http://www.linkedin.com/pub/olga-dyusengalieva/1b/13/b76>

# Portfolio and further references

Available upon request