

Translator/Personal Assistant

Svetlana G. Sergienko

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Personal Information

Place of residence: Saint-Petersburg
Education: State Linguistic University, Nizhniy Novgorod
Date of Birth: June 17, 1975
Age: 38
Family Status: Married, two children (9 and 17)

Education

1992-1999 State Linguistic University, Nizhniy Novgorod

Additional Education

November, 2009 Technical Translation, Moscow Institute of Vocational Education and Training, Certificate

August, 2008 English for Business, Certificate
University of Westminster, London

June, 2001 American School of Foreign Languages, Certificate

Job Experience

2013, 4 months
Duties & Responsibilities Translator, OAO Fortum.
Interpreting during commissioning of Power Unit 2, installation of Power Unit 3, Nyagan GRES (Combined-cycle power plant).

1999-2009
Duties & Responsibilities Interpreter of Protocol Department,
LUKOIL-West Siberia Ltd, Kogalym, Tyumen Region
Translation of technical, commercial and legal documentation;
Consecutive interpretation during negotiations, technical meetings. Support and interpreting during commissioning, training of LUKOIL personnel, maintenance services performed by representatives of the foreign companies on facilities of LUKOIL-West Siberia Ltd.;
Visa support for employees of the company;
Issuing invitations, registration in migration control authorities;
Issuing of work permits for foreign specialists;
Organization of business trips abroad (tickets, transportation and accommodation) for managers of the company.

Achievements & Participation	Oil & Gas Reserves Audit (in collaboration with Miller&Lents); Optimization of Fracturing Jobs on the fields of LUKOIL-West Siberia Ltd. (jointly with ConocoPhillips); Construction, commissioning and start-up of Gas Turbine Compressor Station on Gas Processing Plant, Langepas (jointly with Solar Turbines Inc. & Dresser-RAND), commissioning and start-up of Multiphase Booster Pump Stations (jointly with Rosscor International BV) etc.
1998-1999	Radio DJ, host of on-air talk and music programs, Radio "Europe +", Kogalym, Tyumen Region;
1998-1998	Graphic designer of advertisement/newspapers Publishing House "Blagovest", Noyabrsk, Tyumen Region
1997-1997	Radio DJ, host of on-air music programs, Broadcasting Station "Radio Noyabrsk"

Computer & Technical Skills

SDL Trados 2009, Microsoft Office - Advanced User

Additional Information

References	Andrew Green Solar Turbines, Field Service Engineer +32 473558324
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Interests & Activities	Volleyball, handicraft
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Reason for a new job search	Moving from Kogalym, Tyumen Region to Saint-Petersburg
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