**Alseitov Yernur Serikovich**

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Reside in: Nur-Sultan

Citizenship: Kazakhstan, work permit at: Kazakhstan Ready to relocate: Almaty, ready for business trips

### Desired position and salary

**Trilingual Translator (English, Kazakh, Russian)**

Administrative Personnel

* Consecutive Interpreting
* Personal Assistant
* Translation

Employment: project work, part time, full time

Work schedule: rotation based work, remote working, flexible schedule, full day, shift schedule

Desired travel time to work: any

### Work experience — 14 years 2 months

February 2019 — till now

1. years 10 months

# DeGolyer and MacNaughton

Moscow, [www.demac.com](http://www.demac.com/)

IT, System Integration, Internet

* Internet Company (Search Engines, Payment Systems, Social Networks, Information and Educational, Entertainment Resources, Website Promotion etc.)

## Trilingual Translator

* Written translation and interpretation (consecutive, simultaneous) of financial, marketing, and engineering terminology in the area of audit and estimate of the original in-place and remaining recoverable hydrocarbon reserves and resources. Translation of highly targeted documentation related to geophysics, geology, petrophysics, and seismology.
* Starting from March 2020, providing an online interpretation of various meetings with the company clients, such as KMG-Engineering, KMG, Rosneft JSC, KondraNeft, Tyumen Scientific Research Center (TNNC), BashNeft, KharampurNefteGas, Software tools used for verbal translations: Zoom, Microsoft Teams, Skype Business, Cisco WebEx.
* Introduction of adaptive neural machine translation engine that utilizes existing translation memory base of SDL Trados. These efforts helped to speed up draft versions of documents with a high-quality machine translation. The engine is able to translate 500-700 pages with a little number of mismatches.

January 2018 —

August 2021

1. years 8 months

# DIANEX Technical Translations

Great Britain, dianex.co.uk/ Business Services

* + Translation, Interpreting

## Freelance Translator

Translation of technical documentation of Schneider Electrics on TCO Future Growth Project.

* + - English-Kazakh translation of technical documentation, such as manuals, instructions, MSDS, drawings, and spreadsheets related to power, construction, and petroleum chemistry;
    - English-Kazakh translation of big projects (more than 60K-100K words per year) using SDL Trados 2019. Compilation of Kazakh terminology database and technical glossaries.
    - Using the AutoCAD for translation and correction of the text on drawings.

November 2019 —

February 2021

1 year 4 months

# Datamundi

Belgium, [www.datamundi.space/](http://www.datamundi.space/)

## English-Kazakh Translation Evaluator

* QC/QA of neural machine translation results (English and Kazakh). Provision of recommendations and feedbacks on further improvement of the machine translation engine being developed.
* Searching for the websites that contain machine translation content in Kazakh and English languages.
* Evaluation and validation of sentence alignments from the automated alignment algorithms.

March 2018 —

February 2019

1 year

# Tengizchevroil (Fircroft)

Atyrau

## KTL Plant Interpreter (EMT L2 Translator)

* Verbal trilingual (Kazakh, English, Russian) translation of daily morning meetings, KTL IOC stage II and III bi-weekly meetings, weekly safety meetings in Lurgi building, weekly leadership team meeting in ADK, plant walk-downs, equipment inspections, safety audits, and so on;
* Written translation of various documentation related to process and design engineering, field operation, power, and utilities in three languages;
* Functioning as a lead emergency interpreter in emergency management team level-2.

January 2017 —

March 2018

1 year 3 months

# Tengizchevroil (Fircroft)

Atyrau, [www.tengizchevroil.com/](http://www.tengizchevroil.com/) Construction, Real Estate, Architecture

* Energy Construction
* Construction of Oil and Gas Industry Facilities

## SGR OPS Field Interpreter (Trilingual Technical Translator)

Project: Seasonal Gap Reduction

* Translating the procurement, engineering, construction, electrical and instrumentation issues; incoming and outgoing correspondence, MOMs, commissioning and normal operation procedures, adjustment and pre-commissioning instructions, safety presentations, training materials, etc. Rarely providing translation

support for other main TCO departments such as Field OPS, KTL Plant Operations, Utilities, Power Ops and so on.

* Interpreting the daily walk-downs, SID inspections, site visits, equipment installation, and safety minutes at Control Access Work Area, known as CAWA beside the KTL plant.
* Interpreting the SGR Construction, OPS Commissioning, and Plant Operations meetings at Lurgi in the plant area.
* Helping with interpreting the specialists of Schneider Electrics, Baker Hughes, SICIM, and others at the job site.

December 2015 —

January 2017

1 year 2 months

# Tengizchevroil (Fircroft)

Atyrau, [www.tengizchevroil.com/](http://www.tengizchevroil.com/) Business Services

* Consulting Services Oil and Gas
* Oil Transportation, Storage
* Oil Extraction
* Gas Extraction

## Trilingual Technical Translator

* + Translating the routine functions of the operator, standard operating procedures, memos, instructions, presentations, orders (Prikaz), incoming and outgoing correspondence, training materials, workshop documentation, etc.
  + Interpreting the weekly safety meetings, safety audits at SGP, KTL, SGI, Off-plot facilities, including the SGR, SGE, and WRF projects.
  + Interpreting the various training courses related to lifting and rigging operations, H2S hazard awareness, First Aid Assistance, Electrical Safe Work Practices, Use of SCBA, Standard Operating Procedures, PTW (incl. JHA, JSA, and PPHA implementation procedures), etc.
  + Interpreting the workshops, daily leadership team, and staff meeting, Chevron VIP site visits.

December 2012 —

December 2015

3 years 1 month

# PetroKazakhstan Kumkol Resources

Kyzylorda, petrokazakhstan.com Oil and Gas

* Oil Refining, Petrochemistry (Production)
* Oil Extraction
* Gas Processing
* Gas Extraction

## Technical Translator / Documentation Control Specialist

Department: Gas and Power Operations in Central Gas Facility and Aryskum Power Facility in Kyzylkia, Aryskum and Maibulak oilfields, Kyzylorda oblast.

* Translating the daily and weekly reports, memos, instructions, guides, incoming and outgoing correspondence;
* Interpreting daily morning staff meetings, safety drills, briefings, and weekly management conferences.
* Interpreting for the Canadian and American specialists during operation and maintenance of all gas compression units (incl. boosters and injectors), power plants, and turbine units.

Gained good experience in understanding of operation and maintenance of internal combustion engines. Participated in the translation of the following projects: an overhaul of the Jenbacher (General Electrics) gas generator sets; installation, decommissioning, and commissioning of the K-AR-03A/B/C gas compressors and booster units; inspection and repair of the CAT diesel generator sets by Borusan Makina representatives, etc.

At the same time, I combined the duties of Documentation Control Specialist in the CGF KAM office. My daily responsibilities included the following:

* Preparing the daily work order requests for contractors as per Team Leader’s and Senior Manager’s instruction, food requests for all CGF personnel, taxi transportation requests, arranging and coordinating the taxi requests for the foreign specialists. Arranging their accommodation and meals in Aryskum camp;
* Registering all incoming and outgoing correspondence and sorting them out by subjects.
* Registering and processing the KAM CGF personnel’s leave requests and recall to OT works forms. Reported all documentation flow to CGF Team Leader and Senior Manager.

October 2013 —

July 2015

1. year 10 months

# KV Advertising Agency

Kyzylorda

Media, Marketing, Advertising, PR, Design, Production

* + Distribution of Multimedia and Printed Material
  + Production of Print Material
  + Marketing, Advertising, Designer, Event and PR Agencies Business Services
  + Translation, Interpreting

## Team Leader (additional job during rotational leave)

* Preparing the budgets and submitting estimates for program costs as part of campaign plan development.
* Developing the advertising and promotional materials to increase sales of products and services, working with customers, company officials, sales departments, and advertising agencies.
* Assisting the Process Team during fabrication of any outdoor and indoor sign letters, plates, and promotional merchandise.
  + Monitoring the status of the products such as graphic arts, media, finance, and clients search.
  + Preparing and negotiating with customers regarding advertising goods (scheduling day of delivery and installation) and cooperating with other advertising companies to fabricate advertising products.
  + Preparing cost estimates, budget plans, quotations and commercial proposals, agreements, and formal letters.

September 2010 —

November 2012

1. years 3 months

# PM Lucas Enterprises LTD

Kyzylorda, pmlucas.com Oil and Gas

* + Oil Extraction
  + Gas Extraction

## Field Interpreter / Assistant to Well Site Supervisor

* Interpreting and translating the petroleum and geological terminology related to Drilling and Workover Operations. Almost two years of steady verbal translation experience with Canadian (mostly), Romanian and Serbian Superintendents.
* Interpreting and translating the oil and gas technical documentation such as user guides, manuals, safety guides, well programs, HSE documentation, and so on.
* Participating in drilling, well completion (interval perforations and flow stimulation (nitrogen injection, swabbing) operations), repair, and replacement of progressive cavity pumps, sucker rod pumps, including pump jacks, rotary pumps, electric submersible pumps; interval isolation operations such as setting the packers (ArrowSet, ProYadjo) and bridge plugs, and cement retainers; Participated in well stimulation operations like acid job, fracking job, etc.

April 2010 — August 2010

5 months

# ‘Seta Media’ Advertising Agency / ‘SETA’ Radio Broadcasting

Kyzylorda

Media, Marketing, Advertising, PR, Design, Production

* Production of Multimedia and Content, Editing
* Distribution of Multimedia and Printed Material
* Television and Radio Broadcasting
* Production of Print Material
* Marketing, Advertising, Designer, Event and PR Agencies

## Deputy manager, Outdoor and Indoor Advertising Department

In this short period, I achieved a good understanding and techniques in the following areas:

* HR management;
* Searching and participation in open tenders;
* Cost accounting and provision of quotations;
* Time management, human resources coordination, planning of their daily activities, timesheets, and schedules.
* Ensuring the quality of advertising products.
* Arranging the presentations, briefings, staff meetings, and customers.

March 2008 — April 2010

2 years 2 months

# 'Seta Media' Advertising Agency

Kyzylorda

Media, Marketing, Advertising, PR, Design, Production

* Production of Print Material

## Advertising Manager / Lead Designer

As Advertising Manager, my duties consisted of the following:

* Searching and servicing the existing and new customers;
* Control over advertisement and media flow process;
* Drawing an advertising text for radio and outdoor advertising media;
* Witnessing sound designing.

As a graphic designer, I was in charge of the following:

* + Working and training the new designers;
  + Planning with the customers. Scheduling time of accomplishment of design assignment;
  + Arranging staff meetings with designers and preparation of routine agenda;
  + Drawing the outdoor and indoor advertisement posters and billboards, corporate styles, and souvenir products to VIP customers.

Working with the following advertising equipment:

* + Operating and maintaining wide format solvent printer NEO Drakar.
  + Operating and maintaining a wide-format engraving machine.
  + Operating and maintaining office auxiliaries, printers, scanners, etc.

October 2007 —

March 2008

6 months

# 'Rekl@ma KZ' Advertising Agency

Kyzylorda

Media, Marketing, Advertising, PR, Design, Production

* Production of Print Material

## Graphic Designer

* Designing the outdoor and indoor signs, sign plates, billboards, and other types of printing media.
* Consulting the customers on advertising products delivery and installation procedure.
* Maintenance of wide-screen printers and engravers. Fabrication and installation of advertisement products on the location.

Working with the following advertising equipment:

* Operation and maintenance of the wide-format solvent printer Infiniti 3206.
* Operating and maintaining the office auxiliaries, printers, scanners, etc.

### Education Bachelor

2010 **Kyzylorda Bolashak university**

Asian Studies, Translation and Translation Studies

### Professional development, courses

2020 **Options Trading and Complex Strategies**

Freedom Finance, Ovak Ovakomian, Options Trading

2020 **Options Made Simple**

TradeSmart University, Jeremy Whaley

# 2020 Technical and Fundamental Analysis

Freedom Finance, Sanjar Kobzhan

# 2020 Stocks and Options Foundation and Technical Analysis Basics

TradeSmart University, Jeremy Whaley, Stock Market Investments

# 2019 Consecutive and Simultaneous Interpretation by David Mossop's Method

Kazakhstan Translation Academy, Simultaneous Interpreter

# 2019 Theory and Practice of Simultaneous Interpretation by Boris Naimushin

Kazakhstan Translation Academy, Simultaneous Interpreter

# 2019 Consecutive and simultaneous interpretation by EU standards

Kazakhstan Translation Academy

# 2019 Oil and Gas Translation Skills by Anna Berkutova

Kazakhstan Translation Academy

# 2019 Practicing the Simultaneous interpretation

Gala Translations, Simultaneous interpreter

# 2018 Smart Procedures System

Tengizchevroil, Competency Development Group

# 2018 Stocks Exchange University

'Freedom Finance' JSC, Intensive 7-day course of beginner investor / trader

# 2016 Advanced English Grammar and Techniques of Proofreading

Callan School, Bishkek, Kyrgyzstan

# 2016 Respiratory protection and use of SCBA

Tengizchevroil, Competency Development Group

2016 **First Aid Help**

Tengizchevroil, Competency Development Group

# 2016 Fire Safety and use of fire extinguisher (Scott Sibre and Ansul)

Tengizchevroil, Competency Development Group

# 2015 Theory and practice of English-Russian Translation by Eugene Shamlidi

Baitau Partners

# 2015 Behavioral Based Safety

Tengizchevroil, Competency Development Group

# 2015 H2S awarness and protection

Tengizchevroil, Competency Development Group

# 2015 Job Hazard Analysis/Job Safety Analysis

Tengizchevroil, Competency Development Group

# 2015 Isolation of Hazardous Risks

Tengizchevroil, Competency Development Group

# 2015 Self-contained Breathing Apparatus and equipment

Tengizchevroil, Competency Development Group

2013 **H2S Awareness**

Baitau Partners

2012 **First Aid Help**

Red Crescent

# 2009 JSC 'PetroKazakhstan Kumkol Resources', Kyzylorda

CES department and Work Over department, Trainee

# 2008 Ministry of Foreign Affairs of the Republic of Kazakhstan, Astana

Public Affairs Office, Trainee

# 2007 'Wulian' company, Xinjiang province, China

Xinjiang Yuyuan daxue / ShangDong shangchang, Trainee

### Key skills

Languages Kazakh — Native

English — C2 — Proficiency Chinese — A1 — Basic Russian — C2 — Proficiency

Skills Business English Driving Licence B Teambuilding Public Speaking

Written Translation Corporate Communications Oral Translation Creative design

CorelDRAW Graphics Suite Adobe Photoshop Sales Skills MS Excel MS Word

Fast typing Time management Personnel management AutoCAD SDL Trados

MateCAT SmartCAT

Driving experience

Own car

Driver's license category B

### Further information

Recommendations Public Affairs Office, Ministry of Foreign Affairs, city of Astana

Omarov Ilyias Temirlanovich (Press-secretary, Ministry of Foreign Affairs)

'PM Lucas Enterprises', Edmonton, Canada Mann Rodney (Well-site Supervisor)

'Wulian' LLP, province of Xinjiang, China Ma Hong Gan (Chinese Interpreter)

Steelhead Consulting

Brad Adams (Well-site Consultant)

AO 'PetroKazakhstan Kumkol Resources'

Ed Risley (Advisor to the Chairman of the Board of Governors)

Tengizchevroil

John Grasteit (Lead Operations Project Support Consultant - KTL SGR Project)

Tengizchevroil

Dion Pizzitola (Lead Field Consultant)

Chevron

Wayne Tsuji (KTL Operations Superintendent)

About me I have a hard-working attitude, have a good work ethic; very responsible, adapt quickly to new work conditions and environments, work well as a team member and independently. I communicate well with others and am ambitious in upgrading my professional and personal skills.

I am willing to accept shift work, rotational work, overseas employment and am eager to relocate to another city if required.

* + Computer skills: Installation of any computer software and hardware. Got a general knowledge in using Microsoft Office 2010/2016: Word, Excel, PowerPoint. Corel Draw (all versions), Adobe Photoshop 9-11.
  + Self-learner of translation memory tools, such as SDL TRADOS 2019, SmartCAT, MateCAT;
  + Excellent working on printers, scanners, faxes, and other office equipment.
  + Availability of the B category driver's license and international passport.
  + Gym workouts and bachata dances;
  + Fingerstyling the acoustic guitar.