**Alina Baganova**

**Translator**

**PERSONAL DETAILS**

Alina Baganova

14 Novogodnyaya, Dubna, Russia

M: +7 926 191 58 20

E: alinadubna@gmail.com; alinadubna@yandex.ru

DOB: 03/09/1991

Driving license: Yes

Nationality: Russian

**PERSONAL SUMMARY**

A multi-skilled and reliable translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas and communicate effectively with people from all social and professional backgrounds. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles and boundaries. Able to meet deadlines. Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

**AREAS OF EXPERTISE**

* Translation in various areas
* Proofreading
* Interpreting
* Multi lingual (English, Chinese, Russian)

**WORK EXPERIENCE**

* Australian Innovative Systems – Russia

FREELANCE TRANSLATOR September 2011 - Present

Working freelance for AIS company, providing translation and interpretation when needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

* L&T – Russia

FREELANCE TRANSLATOR January 2012 – March 2012

 Working freelance for L&T company, providing translation of several brochures and catalogues.

* Working as a freelance essay writer for 4writers.net

**PERSONAL SKILLS**

* Detail orientated
* Well organized
* Friendly

Duties:

* Researching phraseology to ensure the correct translation is used.
* Liaising with clients to discuss any unclear points.
* Providing guidance and feedback, creating customer-specific style guides.
* Reviewing and proofreading mother-tongue text.
* Excellent English and Russian speaking and writing skills.
* Retrieving articles from newspapers, magazines and the internet and translating them

into English and Russian.

**KEY SKILLS AND COMPETENCIES**

* Familiar with translation software tools.
* Able to fluently speak English and Chinese.
* Excellent communication and social skills.
* Able to work to tight deadlines.
* Highly skilled in Word, Excel and Microsoft Outlook.

**ACADEMIC QUALIFICATIONS**

* BA Linguistics and English

International University “Dubna” 2008 - 2012

* Specialist Psychology

International University “Dubna” 2012-2014

**COURSES**

Shanghai International Studies University (SISU) – Chinese Language Courses (1 month) 2011

Beijing Language and Culture University (BLCU) – Chinese Language Courses (1 month) 2011

**CERTIFICATES**

Chinese Proficiency Test (HSK) – level 4 (obtained in 2012)

**REFERENCES – Available on request.**