**Alina Sheyan**

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**SUMMARY**

A native speaker of Russian with the vast experience of 17 years in translation and proof-reading services from English and Russian and vice versa, with the major focus in business sphere translations. Excellent understanding of business processes and disciplines due to the bachelor degree in marketing and management provide the high level quality of translation. Higher education in philology guarantees proper, rich and capturing translations. Very diligent about grammar, punctuation and style.

**EDUCATION**

**1998-2002**

West Kazakhstan State University

Faculty: philology and foreign languages

Specialty: translator, languages: English, German

Degree: Bachelor's

Diploma with excellence

**2007-2010**

Kazakhstan State University of Zhangir Khan

Faculty: economics and management

Specialty: marketing and management analyst

Degree: Bachelor'

Diploma subject: strategic development of small and medium business in the post-Soviet area

**WORK EXPERIENCE** 1999-present

Freelance translator and interpreter EN-RU and RU-EN

* Written translations of business reports, presentations, internal and external documentations, analytical papers, HR-paperwork and other, in the following fields: business development, marketing, construction, oil and gas, catering and hotel services, food industry, agriculture, education, advertising, IT, associations development, defense industry, tourism, literature
* Proof-reading and editing of the draft documents in addition to the translation
* Marketing analysis and information processing to support the translated documentation, especially in the spheres of business management and advertising
* Interpretation at the meetings, conferences, forums, and other public events
* Interpretation and assistance in organization and information gathering and processing to the facilitator during focus-groups or other field surveys work