**Anastasiya Moiseeva**

**Objective:** a position as English-Russian, Italian-Russian freelance translator, or Russian

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# Alessandria, Italy

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# Date of birth: 09/06/1982

**Professional profile**

I’ve been translating and proofreading since 1999 in the language pair ING-RU, and since 2011 I’ve been also working with IT-RU. I’m specialized in translating documents (contracts, certificates, diplomas etc.), artistic and advertising texts. I have also quite extensive experience in translating manuals for different devices, recipes, medical and economic texts.

**Higher education**

Krasnoyarsk Teachers’ Training University of Astafiev, Russia, 1999-2004

Foreign Languages Faculty

Teacher of English and German

**Diplomas and certifications**

Course in German “Breitenarbeit”, Krasnoyarsk Teachers’ Training University of Astafiev, Russia, certificate, 2004

Course in Italian, Level A1, Institute Dante Alighieri (Italy), certificate, 2012

Diploma (Final school-leaving certificate of the first course of education), Permanent Territorial Centre of Alessandria (Italy), 2012, the highest mark

Cambridge Certificate of English (PET), Level B2 (Pass with distinction), 2012

**Language proficiency**

***Russian:*** native language

***English:*** advanced level

***Italian:*** advanced level

***German:*** basic level

**Professional development**

Course “Office manager / Administrator", Business School "Inoprof" (Krasnoyarsk, Russia), certificate, 2005

Business seminar “Trade of selling”, Business School "Training Hall", (Krasnoyarsk, Russia), certificate, 2006

**Computer skills**

Microsoft Windows®, Microsoft Office, Internet, email, MemSource Cloud

**Employment**

1999 – up to now English translator, proofreader, part-time

09/2004 – 11/2005 “Logos”, Linguistic Centre (Krasnoyarsk, Russia),

Teacher of English

01/2006-09/2006 “RBS”, Advertising agency (Krasnoyarsk, Russia),

Office manager (reception)

09/2006-08/2011 “RBS”, Advertising agency (Krasnoyarsk, Russia),

Client manager (sales department)

2011 – up to now Italian and English translator, proofreader, part-time

2013 – up to now Freelance translator, proofreader (English, Italian)