AREAS OF EXPERTISE

*Translating technical*

*documentation Proofreading Interpreting Terminology Multi lingual*

***Russian and English languages***

PERSONAL SKILLS

*Detail orientated Well organised Friendly*

PERSONAL DETAILS

*Artur Makhtciev*

*202 Konarevo, Kraljevo,*

*36340, Serbia*

*M: +38164 328 5962*

*E:* [yu9mba@yandex.com](mailto:yu9mba@yandex.com)

*Driving license: Yes Nationality: Russian*

Artur Makhtciev

PERSONAL SUMMARY

A multi-skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language (mostly legal, medical, and technical). A quick learner who can absorb new ideas and can communicate clearly & effectively with people from all social and professional backgrounds. Well mannered, articulate and fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise and at the same time remaining aware of professional roles & boundaries.

Would like to work as a translator for a successful and ambitious company that offers great opportunities for career development and progression.

# WORK EXPERIENCE

# Interpreter for Nigerian Airforce (RU-EN, EN-RU)

# **Nigeria**

# 29.01. 2020 – 18. 08.2020

Consecutive interpretation (aviation terminology), negotiations with Nigerian representatives, an arrangement of meetings, employees accompany to different sites as well as to a military hospital, and language support during medical treatment.

## Freelancer

Translator

**Serbia**

September 2012 – December 2019

Working freelance for translation agencies providing a translation and interpretation service to clients where 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.

## Duties:

* searching legal, medical and technical phraseology to ensure the correct translation is used;
* liaising with clients to discuss any unclear points;
* copywriting and SEO (Search Engine Optimization);
* providing guidance & feedback & creating customer-specific style guides;
* documents/letters translation from English to Russian & vice versa;
* reviewing and proofreading mother-tongue text;
* conducting face-to-face interpreting;
* games translation and localization;
* supporting the translation team with other projects when necessary;
* excellent Russian speaking and writing skills;
* retrieving articles from newspapers, magazines & the internet and translating them into Russian.

**VAK technologies**

Interpreter July 2000 - May 2012

**Johannesburg, South Africa**

***Duties:***

* managing translation and proofreading of technical, business, and personal documents, strictly observing the deadline;
* translation projects management from Russian and English;
* handled a range of document translation projects between 1 and 300 pages long, mostly technical, medical and legal;

**Terek PTY (LTD)**

Linguist

January 1996 - May 2000

**Russia**

***Duties:***

* translate and proofread various types of documents;
* track project-specific non-conformances and resolutions;
* acute attention to detail, spelling, and grammar;
* ensure translated documents mirror the original source document;
* edit documents, specific to the marketing field.

KEY SKILLS AND COMPETENCIES

* familiar with translation software tools;
* excellent communication and social skills;
* able to work to tight deadlines;
* highly skilled in Word, Excel and Microsoft Outlook;
* willing to travel and able to work under pressure;
* able to prioritize work.

Permanent cooperation since 2018 with the Medinest:

<http://www.medinest.net/printing/services/translation.htm>

PARTICIPATION: A senior simultaneous interpreter at the conference of the Orthodox Parliaments in Serbia's Nis City in February 2014.

CAT Tools:

**Matecat**

**Wordfast**

# ACADEMIC QUALIFICATIONS

Master degree in Linguistics

## North Ossetian State University

## (NOSU)

Diploma in radio and electronics,

college, Vladikavkaz, Russia

Hobby: amateur radio