|  |  |
| --- | --- |
|   | **Daria Manyuk***Native country: Russia. Country of residence: Russia.*Date of birth: March 28, 1991+79083150170daria.manyuk@gmail.com |
|

|  |
| --- |
| Education |
| Higher |
| 2009 -2014 | **OmSU n.a. F.M. Dostoevskiy (Russia, Omsk city)**Historical department, Region studies specialty, additional qualification - translator |
| Languages |
|  | Russian — NativeEnglish — FluentTurkish — Elementary |
| Personal information |

**I am EN-RU translator with experience more than 7 years. I can translate such topics as: technical (I work as senior translator at the project of Gazpromneft, JSC (construction, Instruments and Electrics); medical: a lot of experience as freelance translator for different companies (COVID-19, clinical studies, medical equipment, etc.).**WORK EXPERIENCE AS INTERPRETER (EXAMPLES)April, 2014 **Government of Omsk region** Interpreter at the seminar of the IV International Forum of Social Entrepreneurs and Investors (theme: social entrepreneurship)October, 2014 **JSC "Vitalmaragro"** Interpreter at business negotiations (theme: agriculture, legal)November, 2014 **CJSC "Cordiant-Vostok"** Interpreter at commissioning works of assembly machine installation VMI EXXIUM. (theme: technical, tire production)December, 2014 **CJSC "Cordiant-Vostok"** Interpreter at commissioning works of laboratory and analytical equipment. (theme: technical, chemical)June, 2015 **Omsk Regional Museum of Fine Arts n.a. M.A. Vrubel** Interpreter and head of translators at the III International Scientific and Practical Workshop on Restoration. (theme: artistic)January, 2016 **CJSC "Cordiant-Vostok"** Interpreter at commissioning works of installing software for upgrading the VMI EXXIUM machine. (theme: software, tire production)Work experience  |
| March, 2019 -Till present timeApril, 2018 —October, 2018October 2016 — December 2017 |  | **China National Chemical Engineering No.7 Construction Co., Ltd.**TranslatorInterpretation and translation;Language support at meetings and negotiations;Execution of orders of engineers;Working with documents.**ODEON TOURS**Transfer guideMeeting of guests at the airport, accompanying to hotels;Providing information about the country;Help in hotel with accommodation at reception;Language support;Accompany guests back to the airport.**VFS Global, visa application center**Specialist in the reception and processing of data on the issuance of visas to the Schengen countriesWorking with documents for visa application;Receiving customer biometric data in the form of fingerprints;Entering data into specialized programs in English;Organization of customer service by company standards. |
| April 2016 — August 2016 |  | **AMD Logistics, CJSC**International Freight ManagerDevelopment of relationships with foreign clients;Active search and attraction of new foreign clients;Processing of requests for services, preparation of commercial offers; Work with foreign partners from the European Union. |
| February 2014 — March 2016 |  | **LLC "PEREVODOV-Omsk"**Project Manager (translator)Attraction of new customers, conducting business correspondence, signing contracts;Receiving and issuing orders for translation from foreign languages;Selection of performers for order execution, coordination of their activities;Quality control of translation and layout, performed by performers; Work with the program 1C;Reporting on the work done. |