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|  | | | **Daria Manyuk**  *Native country: Russia. Country of residence: Russia.*  Date of birth: March 28, 1991  +79083150170  [daria.manyuk@gmail.com](mailto:daria.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 — Native  English — Fluent Turkish — 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 time  April, 2018 —  October, 2018  October 2016 — December 2017 |  | **China National Chemical Engineering No.7 Construction Co., Ltd.**  Translator  Interpretation and translation;  Language support at meetings and negotiations;  Execution of orders of engineers;  Working with documents.  **ODEON TOURS**  Transfer guide  Meeting 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 countries  Working 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 Manager  Development 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. | |