**Guzel Rakhimova**



# 74011 Castellaneta (TA), Italy

**Mobile: +39-327-4652519**

**E-mail: GRakhimovaster** @ **gmail.com Skype: pdituri**

# (EU citizen)

**SUMMARY**

**LANGUAGES**

I have a 7 year experience in translation service, specializing in legal , financial, technical and tourism and travel translation, with 15-year experience in financial and accounting fields and 3-year experience in mechanical engineering.

Seeking a position of a distant language translator or a proofreader with a translating company or a direct client.

Source languages are English and Italian, target language is Russian (native). As well I can translate from Russian into Italian by about native speaker level.

# WORK EXPERIENCE

**Freelance language translator**

* Translated technical manuals and designs (pdf and dwg formats), legal (contracts, agreements and statutes) and financial (accounting statements and notes, IASB materials, entry documents) documents and web-sites (sport trading, hotels and restaurants, tourism and travel, different industrial companies web- sites) from English into Russian, from Italian into Russian and from Russian into Italian;
* Proofreaded technical and legal translation from different languages into Russian

# “Vade Mecum di Elena Bogni”, Somma Lombardo (VA), Italy

## *Distant language translator*

* Translated manuals, drawings and technical documents of equipment for polymer extrusion from Italian into Russian and from English into Russian

# “Tebowa-Nur” company, Kazan, Russia

## *Distant language translator*

* Translated contracts and business correspondence of foundary equipment purchase, offers, contracts, manuals from Italian into Russian and vice versa, from English into Russian

# “SpeakLike Inc.”, New York, USA

## *Distant language translator*

* Translated legal documents, business correspondence (IT), advertisements, twitters and web-sites from English into Russian and vice versa.
* Proofreaded translations from English into Russian

02/2008 –

to date

09/2012 –

12/2013

6/2009 –

12/2013

1/2009 –

12/2012

|  |  |
| --- | --- |
| **Participation in large and important projects**   * Translation of reports and financial statements of Pirelli Group from English and Italian into Russian; * Translation of reports and financial statements of Troika Dialog Group companies from English into Russian; * Translation of IASB Discussion paper “Extractive Activities” from English into Russian; * Translation of documents and drawings (dwg format) from English into Russian for: * BMS of Astana Airport Business Terminal, * Kashagan Development Experimental Program, * South Yoloten Gas Field Development Project - Turkmengas and Petrofac Project, * Tobolsk PDH plant from English into Russian;   + Translation of luxury goods and fashion catalogues and presentations from English and Italian into Russian for: * Bulgari, * Dudubags, * Braccialini; * Translation of hotels web-sites from English and Italian into Russian for: * BEST WESTERN, * Booking.com, * Starwood hotels & resorts worldwide; * Translation of drawings, specifications, manuals, presentations and technical bulletins (dwg and pdf formats) of Flowserve valves from English and Italian into Russian. | |
| **“Bashresurs LTD”, Ufa, Russia**  ***Senior accountant*** | 01/2003 –  05/2006 |
| **The State Tax Service Department of the Republic of the Bashkortostan – The Office of the Biggest Tax-Payer Control, Ufa , Russia**  ***Senior tax inspector – the 3d rank tax service counselor*** | 06/1992 –  12/2002 |
| **Saving bank of Russia, Ufa, Russia**  ***Senior accountant*** | 09/1991-  06/1992 |
| **Ufa branch of GIPRONIIAVIAPROM (State Scientific Research and Planning Institute of Aircraft Industry), Ufa, Russia**  ***Engineer*** | 08/1988-  08/1991 |

|  |  |  |
| --- | --- | --- |
| **EDUCATION** | **Diploma in Economics**  ***Ufa branch of All-Russian External Financial-Economic Institute, Ufa, Russia***  **Diploma in Mechanical Engineering**  ***S.Ordzhonikidze Ufa Aircraft Institute***, ***Ufa, Russia*** | 09/1992 –  03/1995  09/1983-  06/1988 |
| **PROFESSIONAL DEVELOPMENT** | **Technology Skills:** TRADOS Studio 2011; Microsoft Office Package; AutoCAD; active Internet user.  Up to 1500 - 2000 words a day can be translated (depending of the text difficulty). |  |
| **RATES** | My min.rate for translation is €0.05 per source word, My min.rate for proofreading is €0.025 per source word. |  |
| **REFERENCES** | Available upon request |  |