**CURRICULUM VITAE**

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|  | Name: **Irina Sokolova**  Date of Birth: April 30, 1986  Nationality: Russian  E-mail: [iren.popova@rambler.ru](mailto:iren.popova@rambler.ru)  Mobile phone: +7 9045594356  Address: 193318, Russia, Saint-Petersburg, Belysheva St., House 5/6, Apt. 1692 | | | |
| **Education** | |  | | |
| *2003-2008* | | **Syktyvkar State Pedagogical Institute**  Department of Foreign Languages  Speciality “Teacher of English and German Languages”  Diploma with honors | | |
| *2003 – 2008* | | **Syktyvkar State Pedagogical Institute**  Interpreter/translator in the field of professional communication  Diploma with honors | | |
| **Work experience** | |  | | |
| November 2014 — until the present time | | **OJSC "Komiaviatrans"**  **Translator (on a civil contract)**  **Description of Duties:**   * translation of the correspondence with the foreign partners * translation of the legal documentation of the company | | |
| October 2008 — until the present time | | **Komi Regional Non-Profit Foundation "Silver Taiga"**  **Translator and interpreter (on a civil contract)**  **Description of Duties:**   * translation of the articles for the Foundation website <http://silvertaiga.ru/en/> * interpreting at the Coordination Council meetings * translation of the annual project reports and working plans * interpreting at the Coordination Council meetings * interpreting at the visiting conference in the framework of the Forest Dialogue “Forests and livelihood of the population” * etc. | | |
| February  2013 – until the present time  (currently on maternity leave) | | **OJSC “Mondi Syktyvkar”**  **Specialist of Supply Chain Excellence Department**  **Description of Duties:**   * implementation of the projects in the field of Supply Chain * monitoring of the Supply Chain Strategy fulfillment | | |
| September 2011 – February 2013 | | **OJSC "Mondi Syktyvkar"**  **Assistant to the Head of Logistics and Order Process**  **Description of Duties:**   * interpreting at the internal company meetings, trainings, on-site meetings, negotiations with the partners, including video- and teleconferences, etc. * translation of the correspondence, legal, technical, and other types of documentation * administrative support of the Logistics and Order process, including: organization of internal meetings and meetings with the partners, execution of documentation, processing of the requests for the Mill entrance cards for contractor employees, preparation and distribution of official letters. * organization of business trips and translation during business trips; * etc. |  |
| April 2009 – September 2011 | | **OJSC “Mondi Syktyvkar”**  **Interpreter and translator in the Mill Expansion and Reconstruction Project “STEP”**  **Description of Duties:**   * interpreting at the internal company meetings, negotiations with the internal and international suppliers and contractors, personnel trainings and other activities, as well as video- and teleconferences, top level meetings with participation of the top management of OJSC “Mondi Syktyvkar” and international partners * translation of technical, scientific, and other special literature, normative and technical documentation (i.e. contracts, addendums, migration regulations, operational and maintenance manual, etc.), conferences and meetings materials * editing of translated documents * execution of the tasks of the administrative group manager related to the visits and staying of the foreign delegations and specialists at the Syktyvkar Mill * administrative support of the STEP Project office, i.e. processing of the requests for the Mill entrance cards for the contractor employees, preparation and distribution of official letters on behalf of the project managers, collection of the information required for preparation of the weekly and monthly reports, * etc. |  |
| November 2008 – March 2009 **Syktyvkar Medical College named after I.P. Morozov**  **Teacher of English** | | |
| June 2008 - October 2008 | | * **Cross Sound Deli Services, USA (students Interexchange program)**   **Counter person**  **Description of Duties:**  Work on the register |  |
| February 2008 – June 2008 | | OJSC “Syktyvkar Tissue Group”  Secretary-translator  **Description of Duties:**   * translation of correspondence, contracts, invoices, operational and maintenance manuals, etc. * interpreting at the meetings, roundtables, on-site interpreting during the equipment installation, * etc. |  |
| **Language skills** | | English (fluent), German (basic), experience of work abroad (4 month, Work and Travel USA) | | |
| **Personality** | | Good communication skills, quick learner, goal-oriented, motivated | | |
| **Hobby** | | Fitness, swimming, reading, travelling | | |