KARLYGASH SEPBAYEVA

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**Education**

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| 2008-20122012-2014 | Al-Farabi Kazakh National UniversityHigh School of Economics and BusinessFinance, Bachelor Al-Farabi Kazakh National UniversityHigh School of Economics and BusinessFinance, Master |

**Professional experience**

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| April 2013 – December 2013 | **School Secretary**UNESCO Associated School at the Kazakh-American University * Processing of incoming and outgoing correspondence
* Assistance in the preparation of the organization of meetings
* Provision of the workflow for school principal
* Maintenance of the database of staff and students, reports and records
* Organization and maintenance of the filing system
* Provision of the office supplies, maintenance of inventory records, processing of orders and invoices.
* Coordination of staff training, participation in the selection of staff
* Reception of visitors
* Monitoring the execution of orders and instructions of principal
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| September 2014 – present | **Translator**Translation Agency “Mankent”* Translation and localization of various projects:
* SAP software localization. Participation in creation and approving the Glossary terms.
* Localization of software and user documentation of Elekta, GE Healthcare, Olympus, Philips Healthcare, TECNIS Healthcare products.
* Localization of software and user documentation of LG, Samsung, Panasonic, Sony, Whirlpool household appliances.
* Localization of software and user documentation of OSRAM, MSA, Makita, Tengizchevroil, Decathlon, Huawei, HP, Epson and many other products.
* Localization of software and user documentation of John Deere machinery.
* Localization of software, user documentation and marketing content for Harley-Davidson motorcycles and accessories.
* Localization of software and user documentation of Caterpillar machinery. Preparation of the glossary. Update and addition of glossary terms. Assistance in composing the Kazakh style guide.
* Localization of Microsoft Office UI and UA content. Non-translation tasks, such as policheck, bugfixing in JIRA, term implementation, linguistic testing, Oddjob tasks and miscellaneous queries from client.
* Localization of marketing and site content for B.Braun, Coca-Cola, Google, YouTube, Rolls-Royce, IELTS, Wycon, etc.
* Localization of user interface context for Microsoft Office products, Facebook, Apple.
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| January 2015 – present | **Editor**Translation Agency “Mankent”* QA verification, editing and proofreading of the translated content
* Completion of Linguistic Sign-Off (LSO) tasks
* Correction and update of the text according to the client’s instructions
* Provision of term and style consistency, especially in projects completed by several resources
* Error reporting and receiving feedback from translators
* Participation in creation and approving the glossary terms
* Preparation of style guides for new projects
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| February 2017 – present | **Kazakh Moderator of Microsoft Office products**Translation Agency “Mankent”* New term management in TermStudio
* Maintenance of existing terms to be changed across all stages of global term change process
* Review jobs, such as POD review, linguistic testing, LQA, HISR, xLanguage
* Update and modification of Kazakh style guide and other linguistic instructions
* Control of quality and uniform style of Kazakh content through MS Office products
* Communication with localizers when required
* Miscellaneous tasks from client
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| February 2018 – present | **Project Manager**Translation Agency “Mankent”* Communication with customers during the project management
* Maintenance of invoices
* Provision and coordination of continuous workflow for all translators
* Distribution of workload to resources according to their qualification and specialization
* Final check of the work before submission to the client
* Training of new staff, help in adaptation in the team, CAT-tools training
* Communication with freelancers of other language pairs except English-Kazakh
* Resolution of any issues and complications arising in the process of project management
* Any other work to be performed within the competence of the project manager
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**Skills**

* Optimization and simplification of the workflow
* Automation of routine work
* Work with large volumes of data
* Fast typing
* High transcreation and contextual translation
* Use of best references to ensure high quality translation
* Advanced computer knowledge
* Customized setup of CAT-tools for convenient work
* Extensive erudition potentially useful in work

**Language skills**

* English – Advanced
* Kazakh – Native speaker
* Russian – Advanced
* Work with translation pairs:
* EN-KK / KK-EN
* EN-RU / RU-EN
* RU-KK / KK-RU

**Software**

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| * SDL Trados 2007
* SDLX 2007
* SDL Trados Studio 2009-2022
* SDL Passolo 2011-2016
* MS LEAF
* Memsource Editor
* CitrixReceiver
* Across
* Wordfast
* Translation Workspace
 | * MemoQ 2014
* Tstream Editor
* PIXS
* Chopin
* Linguistic Toolbox
* ApSIC Xbench
* ChangeTracker
* Verifika
* MS Office apps
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