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**KURALAY ALIMBEKOVA**

25 Granovsky street, Almaty, Kazakhstan, H: 8 727 3016133/H:+77077377794/a.kuralay@mail.ru

**Summary**

Versatile and innovative teacher with 5 years in teaching. Dedicated to lifelong learning and continuing education. Detail-oriented and organized specialist extensively trained in spreadsheets, edition and word processing. Freelance translator of English -Kazakh languages. Extremely detail oriented and committed to creating a high-quality finished product.

**Highlights**

* Creative
* Adaptable
* Detail oriented
* Proofreading/editing
* Microsoft Office proficiency
* Understands grammar
* Results-oriented
* Self-directed
* Resourceful
* Customer service-oriented

**Accomplishments**

Preserved an accuracy of 100% during 8 years of employment. Experienced in touch typing.

**Experience**

**Translator-editor Mar 2009 to Jan 2013**

**Kazakhstan Republican Radio and Television Corporadion- Almaty, Kazakhstan**

Translation of TV serials, feature films, documentaries and cartoons from English to Kazakh language.

**Translator/Interpreter Aug 2004 to Oct 2007**

**Adani LLP –Atyrau, Kazakhstan**

Translation of written documents, contracts, letters etc. from/to English to/from Kazakh, Russian languages.

Interpretation of meetings, business conferences etc.

**Teacher of English language Aug 2001 to Aug 2007**

**Kazakh University of International Languages and World Languages after Ablay Khan**

Teaching English language to students. Developed and implemented interesting and interactive learning mediums to increase student understanding of course materials. Attended professional development workshops focused on learning goals and classroom management.

**Education**

**Bachelor of Arts, English language teacher**

**Kazakh State University of International Relations and World Languages after Ablay khan, 2001**

**Almaty, Kazakhstan**

Have a diploma with honours.