Larisa Oleneva

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**Business skills**

* 20 years in translation & interpreting;
* 7 years in proofreading, editing and project management;
* Proficient with technical, oil & gas, banking/finance, law, IT and pharmaceutical terminology;
* Certified translator and editor in Perm Chamber of Commerce and Industry (Russia);
* Certified translator and editor in RWS Translation (UK);
* Member of Union of Translators of Russia
* CAT familiar;
* Ability to prioritize tasks and meet deadlines;
* Bilingual communication skills.

**Customer’s portfolio:**



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| Russia: | Gaspromneft OJSC, Rosatom, LUKOIL-Perm LLC, GAZPROM PLC, SOLVER LLC, Proton-Perm motors PLC, Kamteks-Khimprom PLC, Farma-Market PLC, Mineralnye Udobreniya PJS,Translation Agencies: Silver Gerb LLC, Project Helix LLC, A-Format LLC, Litters LLC, Inter-Contact LLC, Links Dynamix, LLC; |
| Austria:France:India: | WFL Millturn Technologies GmbH.;ProzernatAlchemy Translation, Tridindia Translation; |
| Italy: | SIAD SpA., BRETON SpA; |
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| Japan:UK:USA | MitsubishiVA Technology Ltd., RWS Translation LLC; Kahn Industries Inc.; |
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**Work experience:**

2012 – 2016 **Self-employed translator, interpreter and proofreader** of

 English / German / Russian / Italian / Ukrainian languages.

2005 – 2012 **OJSC “Proton – Perm Motors”** -

 Head of Import/Export & Translation Department

 Responsibility:

Translation and interpretation from/to English / German / Russian / Italian languages.

 Management of staff translators (10 people) and in-house translators /

 interpreters.

Project management in translation to/from different languages (European and Asian).

Management of export/import and foreign contracts in the company.

Negotiations with foreign companies.

Organization of international visits and events.

2002 – 2005 **Cereal Partners Ltd.** **- An enterprise of group of food companies: Nestle and General Mills.**

 Senior Translator, Export / Import Manager.

Responsibility:

Translation of negotiations and documentation.

Creation and development of technical documentation.

Support and organization for international visitors.

Organization of export / import activity (goods export-import operations, customs clearance, correspondence with foreign partners and suppliers).

2000г. - 2002 **Sistema Ural-Service Firm Ltd. – logistics and customs broker**

 **group of companies.**

 Senior translator. Export / Import Manager.

 Responsibility:

 Customs processing of goods in export – import operations.

 Consulting in external economic activity,

 English / German / Russian translator and interpreter.

1999 - 2000 **Open Joint-Stock Company “Proton – Perm Motors”**

 Process engineer

 Responsibility:

 Development and support of engineering documentation for gas turbines production, participation in gas turbines testing.

1995 – until now **Freelance translator and interpreter**.

1192 – 1999 **Star, OJSC**

 Design Engineer

 Responsibility:

Design of gas turbines control system. Design documentation development and update.

**Education**

2009 – 2011 **MIRBIS – Moscow International Higher School of Business (Institute)**

 Accredited by International MBA Association

 International MBA in “Strategic Management and Entrepreneurship”.

Average score - 4.9 of 5.0 (possible)

2003 - 2006  **European University**

 Ph.D in in Engineering Science.

2002 - 2003 **Perm State Technical University**

Specialty: “Logistics”.

Diploma of Certified Logistics Specialist.

1995 - 1998 **Perm State Technical University**

 MA in Linguistics. Linguist - translator of English and German languages. Average score – 4.9 of 5.0 (possible).

1995 - 1996 **EMORY University**, Business school, Atlanta, USA

MBA, International Exchange Program with Russia.

1989 - 1995 **Perm State Technical University**

 Aerospace Faculty, specialty: “Aviation instruments and measuring and computing complexes of aircrafts”.

 MS in Electronics. Engineer, Average score - 4.9 of 5.0 (possible)

**Project participation**

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| 2014 - 2015 | Projects of Gaspromneft-ONPZ JSC and Lukoil JSC, Prozernat, International Labor Organization. |
| 2013 | Consecutive interpretation at investment meeting of Huntsman. |
| 2013 | Annual shareholders meeting of LUKOIL, OJSC – presentation translation and meeting interpretation. |
| 2011 – 2013 | Translation of project materials and interpretation at project team meetings, interpretation at summit meetings of MDS Aero Inc. |
| 2012 – 2013 | Manuals translation for Kahn Industries Inc., consecutive interpretation at meetings with Russian customers. |
| 2005 – 2012 | Translation and localization projects in engineering fields, finance, legal of different companies in various countries. |

 **Complementary abilities and skills**

Language pairs:

English-Russian, Russian-English, German-Russian, Russian-German, German-English, Italian-Russian, Ukrainian-English, Ukrainian-Russian.

I wield terminology in the following subjects: Engineering, Electrical Engineering, Electronics, Construction & Civil Engineering & Architecture, Mining, Oil & Gas industry, Petrochemical industry, Aerospace industry, Gaming, IT, Software and Hardware, Machine building, Energy, Automotive industry, Metallurgy, Chemistry, Weapons, Finance, Banking, Investment, International Business, Law, Contracts & Agreements, Customs documents, Linguistics, Government documentation, Beauty and Pharmaceutical industries.

Computer literacy:

MS Office: MS Word, MS PowerPoint, MS Excel, MS Publisher, MS Outlook; MultyTerm, Internet, Corel Draw, Fine Reader; Acrobat Reader, Stylus, ABBYY Lingvo, Multylingual, Socrat, Adobe Acrobat, WinZip, MS Project, AnyCount, Infix, PROMPT, AdobeInDesign and other.

 CAT-software: Trados, MemoQ, Wordfast, MemSource, Across, SmartCAT.

 Other: KONSULTANT, KODEX, GARANT, 1C.