# MAIA KARTVELISHVILI

# English / Georgian / Russian / Turkish

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**KEY QUALIFICATIONS**

An experienced translator/interpreter/office manager with about ten years experience working in Translation Office; ***TV Channel Caucasian I (British (BBC) and Georgian management), Translators/Notary offices, Georgian, Russian and International Companies, Constructing* Company STS /Russia/ and Huawei /China/; Tbilisi City Hall (contract-base translator), *Tbilisi City Court, Republican Centre of Literature (press department).***

Translation of ***up-to date and specific political and economical media topics, transcripts, translation of a book on media (TV) sources, contracts and other official documents, charter, reports, personal documents for the administration and PR department of the TV Channel Caucasian I***. Responsible for an official translation from ***Georgian into English, Russian, Turkish, Georgian and vice versa***: *contracts (Governmental investment and State Purchase contracts), projects, charters, regulations, bylaws, legal documents, EU project - IBF International Consulting Project N°* 16188 *– Georgia,* ***Official Journal of the European Community - Regulation****, technical (Wilton Company – the Russian customer),* ***USAID project – EPI – M&S Component, Subcontract: SA-10-123, Regulations, Laws, provisions of European Parliament and European Council published in Official Journal of European Community,*** *tender documents of companies, building, technological, specific and medical texts, biological, chemical, medical reports and annotations for National Center for Disease Control and Public Health, law, financial, economic, business, banking /Manual for monitoring of Commercial Banks – for the National Bank of Georgia; documents for the TBC Bank and for the Bank of Georgia/ and for the Bank FINCA, Railway documents – from Russian to Georgian, private correspondence,* ***press digests, press releases, newspaper articles, magazine and journal articles,*** *reviews; educational documents: diploma transcripts, certificates, including school, university, medical reports, scientific-medical texts (Avonix and other medical researches – Georgian and Russian customers), projects,* ***regulations and other technical texts for different organizations and institutions; pre-election reports for Tbilisi City Hall (from Georgian to English), Civil and Infrastructure construction materials, reports – from English to Russian and Georgian – Customer Administration Integral Pastor, S.L., /*** Director Mr. Pedro Luis Pastor Pegero***/ .***

**EDUCATION**

1985 – 1990 - The State University of Izhevsk (Russia), department of Roman-Germanic philology (English language and literature /German - the second language/), qualifications - translator, teacher, linguist – University Diploma;

**2013 – 2014 – Turkish language courses of the Embassy of Turkey to Georgia – Certificate**

**2011 - Training courses in PR management – certificate.**

**2012 - Master class in “Contemporary society and psychological aspects of Georgian ethnos character” – Psychologist Nana Chachua – certificate**

**PROFESSIONAL EXPERIENCE**

**Translation projects:**

***CIDA report translation from Georgian to English (22 pages) – 10-15 March 2017;***

***2016 - April –May - The Project of Georgian National Communications Commission - Monitoring System Tower Project for arrangement of the radio monitoring and direction-finding systems of LEPL “Georgian National Communications Commission” in Tbilisi – 20 pages /from Georgian to English/;***

***January –April, 2016 – WTO – Translation of the Trade Policy Review /from English to Georgian/ 105 pages - /Tbilisi City Hall/; Nora Neufeld – WTP Negotiations – 15 pages /from English to Georgian/;***

***July 2015 -*** *IBF International Consulting Project N°* 16188 *– Georgia (EU PROJECT) /English – Georgian/;*

***July 2014 - Consultant Services for the Engineering, Procurement, Construction Management and Supervision for the Extension of the Tbilisi Metro Line 2 and creation of University Station Project. SUTIP1/C/QCBS/ - English – Russian;***

**February – April 2014 - *USAID project – EPI – M&S Component, Subcontract: SA-10-123 – translation of logistic materials from English to Georgian and Russian***

**July 2012 – Consolidated Code of Civil Aviation (draft) – 53 pages - *translation of EU Council official documents from English to Georgian*;**

**May 2012 - Aerodrome Manuals on Audit and Inspection of Airports within the Project of the Civil Aviation Agency of Georgia (EU documents - 130 pages);**

**Governmental Investment and State Purchase contracts – Tbilisi City Hall – April, 2012 (50 pages);**

**January – February, 2012 – Translation of Regulations of the European Community within the Project of the Civil Aviation Agency /Council Directives, Regulations, Codes, Laws (EU documents - 108 pages)/;**

**Since August 2012 – Translators’ Office – translator/interpreter – English – Russian – Georgian - Turkish /notary office/;**

**December 2010- May 2011 - Translator/Interpreter in TV Channel Caucasian I /PIK I/ (contract-base job /expired/) *contracts, charters, TV scripts, provide interpretation at training courses and workshops for journalists, a book on media sources and documents for the administration and PR department of the TV Channel Caucasian I***,

**2000-2008 – translator and notary office – receiving, sorting, processing and official translation of documents (personal, consular, notarial and customs documents) for notary, legalization and different Ministries, everyday contact with clients, assisting them in filling the visa applications of different countries;**

**2009 -2010 – Tbilisi City allH Hall (contract-base job) – translation of pre-election reports, projects and programs for the PR Department of Tbilisi City Hall; the waste recycling projects for the Economic Department;**

**2008-2009 - Contract base translator/interpreter in Russian and Chinese Companies STS /Russia/ and Huawei /China/ - translation of technical materials for Krtsanisi Power Substation, interpretation on negotiations, meetings and construction sites, including power schemes, engineering designs, contracts etc. Interpretation during the working process of these two companies. Preparing and translating tender documents. Interpreting meetings during their negotiations and work procedures etc.**

**2008-2010 - Metronet LTD (Bank of Georgia) – translation of projects implemented by the Bank of Georgia and Metronet Ltd in Metro Stations of Tbilisi;**

**2004-2007 - Tbilisi City Court – translation of court documents, investigation materials, cases and interpretation on the trials (contract-based translator/interpreter);**

**2000-2004 – Translators’ and Notary office - translator**

**1994-2000 - translator/interpreter/office manager in the Republican Centre of Literature (press department) – press digests, press releases, press articles, regular press reviews, magazine and journal articles, short story – THE FIRE OF SOLITIUDE /Author Jocelyn Kain – Canada, translation from English to Georgian, publication in the newspaper “Rubikoni” - 1997/ etc.**

**LANGUAGES**

Georgian: Native

English: **Fluent**

Russian: **Fluent**

Turkish: speaking – translation of simple documents

**COMPUTER SKILLS**

MS Office programs: Word, Excel; Internet Explorer.