***Marina Mutovchi***

**Vacancy: Technical translator**

**Contacts:**

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**Experience:**

***Remote technical translator EN-RU/RU-EN\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_******2001-2018***

* *Translation of Operation and Maintenance Manuals, Instructions, catalogues, scientific and engineering articles, mainly work in such fields:* ***oil&gas, energetics, transformer building, power machinery and engineering, switchgears, water treatment****, etc. drawings in AutoCAD are acceptable;*
* *Translation of legal document (treatments, acts, etc.), tender documentation;*
* *Coordinating translation of documents on the project*.

***Principal assistant in transformer sales in Kazakhstan, LLC Trion 2014 (aug.-nov.)***

* Assistance of principal in a filial of transformer plant in Astana, Kazakhstan in questions on orders, accounting, logistics, cooperating with customs administrative staff, notary, etc.

***Design Project Engineer, JSC ZTR 2012-2014***

* Development of technical and engineering documentation, drawing of transformer unit drafts;
* Supervising on the performance of details and units in shops;
* Processing of the packing documentation and preparing catalogues with drafts and calculations for transporting in set with transformer.

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***Translator, Translation agency “Euro-trans” 2007-2008***

* *Search on clients;*
* *Correspondence and translation of Manuals, Instructions, other engineering documentation;*
* *Accompaniment of the clients and interpreting.*

***Engineer-designer, JSC ZTR 2001-2007***

* Development of technical and engineering documentation, drawing of transformer unit drafts;
* Control on the performance of the translations;
* Translation of engineering, other technical, legal documentation for internal use and foreign customers.

***Translator/interpreter, Dnieper Power Hydroelectric Station 2000-2001***

* *Accompaniment of the foreign delegations and negotiations when needed;*
* *Translations of the technical documentation on the remote control and monitoring installations according to French and Swiss technologies (Mounting Instructions, Operation Manuals);*
* *Business correspondence management.*

**Languages:**

* native **Russian**;
* **English** – fluent.

**Software used:**

Microsoft Office; Kompas-3D V7; Solid Works; AutoCAD; Adobe Photoshop CS6; Adobe Reader; Acrobat; ABBYY Fine Reader; Trados, Memsource Editor, MemoQ, Verifika.

**Education:**

Zaporozhye State Technical University, specialty “Electrical machines and apparatus”, design engineer **1996-2001**

Zaporozhye State Technical University, specialty “Technical translator” **2000-2001**

ZIGMU, business course **September/November 2007**

**Additional data**

* Age: 38
* Birth date: 25.10.79
* Hobbies: professional photography, floristics, painting, languages, psychological books,
Latin dance, big tennis, swimming.
* Personal features: communicative, responsible, with high working efficiency and creative approach, interested in own professional, personal and spiritual development.