**Curriculum Vitae**

**Email**: elicanida@hotmail.com

**Tel**: +7 985 213 3080

**Residence:** Moscow, Russia

**Date of birth**: 5 March 1987

Last Updated January 2014

NATALIA TURTYGINA



**Profile**

* Self-motivated initiative person with rich background, able to adapt quickly to complex and dynamic environments;
* Good communicative and organizational skills achieved during previous study and work experiences combined to innate creative and curious mindset;
* Willingness and ability to learn.
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**EDUCATION**

2009 – 2011

2008

2008

2004 – 2008

**Master’s degree in Linguistics**

***(French, English, Methods of Teaching Foreign Languages and Cultures)***

Moscow State Linguistic University – Moscow, Russia.

**Certificate in English Studies**

***(Advanced)***

LSI – Cambridge, England, UK

**Certificate with Qualification "Translator"**

***(English and French)***

Dubna State University – Dubna, Moscow Region, Russia

**Bachelor’s degree in General Linguistics and Cross-Cultural Communication**

***(English, French, Practical Translation)***

Dubna State University – Dubna, Moscow Region, Russia

**PERSONAL SKILLS**

Languages

Computer skills

Native **Russian**

**English** C2 – professional user

**French** C1 – advanced user

**Creole** A2 – false beginner

**Swedish** A1 – self-learner

MS Officer Advanced User (proficient in Word and Excel, excellent Power Point skills, good Visio skills) plus intermediate knowledge of Adobe Photoshop, Autocad and Trados

**EXPERIENCE**

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| **Translator, Interpreter, PA****TSUM Department Store**, Moscow, Russia*From October 08, 2012 until December 31, 2013* | * Interpreting (negotiations, business meetings, Board meetings, presentations);
* Translation (legal, financial, construction, technical, etc. papers);
* Presentations and bids preparation;
* Projects administration;
* Business correspondence;
* Documentation drafting and issuing in three languages (English, French, Russian);
* Administrative support (working day planning, meetings organisation, travel support);
* Information support.
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| **Translator, Interpreter, PA****Mission Limited**, Victoria, Seychelles *From August 22, 2011 until August 21, 2012* | * Interpreting (negotiations, business meetings, presentations, court hearings, everyday life);
* Translation (legal, financial, construction, technical, etc. papers);
* Presentations and bids preparation;
* Communication with authorities;
* Business correspondence;
* Documentation drafting and issuing in three languages (English, French, Russian);
* Administrative support (working day planning, meetings organisation, travel support);
* Information support.
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| **Assistance Coordinator** **Global Voyager Assistance**, Moscow, Russia *From March 01, 2010 until August 18, 2011* | * Response to clients' calls for medical insurance cases, case handling;
* Arrangement of medical and technical assistance in Russia and globally;
* Arrangement of medical transportation worldwide;
* Everyday contacts with providers and partner companies globally for issues related to provision of services to the clients.
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| **Interpreter, Guide** **2008 FISAF**Raduga Sports Center, Dubna, Moscow Region, Russia *From December 02 until December 07 2008* | * Teams meeting and accompanying, assistance during their stay;
* Leisure time organisation;
* Guided tours;
* Interpreting.
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| **Hostess** **2008 UEFA Champions League Final**Luzhniki Stadium, Moscow, Russia *21 May 2008* | * Guests meeting and accompanying, assistance during their stay;
* Interpreting.
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**TO SUM IT UP**

Taken into account all my previous professional experience, I can offer to you:

* over three years of interpreting experience, including interpreting in the course of official meetings with authorities, Board meetings, during presentations and lectures, interpreting in the courtroom;
* over five years of translation experience, including legal, financial, technical and construction documentation, political, economical and cultural publications;
* correspondence with authorities and services, legal and financial advisers, auditors, suppliers, contractors, etc. as well as clients;
* meetings organization, including official meetings, board meetings, etc.;
* ability to effectively work under pressure and to meet tight deadlines;
* ability to work both on my own and as part of a team;
* development management, reports, research and analysis;
* extensive work with high-rank people.

References are available upon request.