Curriculum Vitae – Technical Translator, Oil and Gas Petrochemical – Refinery

***Shvets Nina***

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| **Year of birth** | 1981 | | | | | | | | |
| **Permanent/Home Location/Address** | | | | | | | | | |
| City or Town | | Komsomolsk-na-Amure | | | | | | | |
| Country | | RUSSIA | | | | | | | |
| **Current Location/Address** | | | | | | | | | |
| City or Town | | | Seoul | | | | | | |
| Country | | | SOUTH KOREA | | | | | | |
| **Languages** | | | | | | | | | |
| English | | | | Read, write and speak fluently | | | | | |
| French | | | | Read, write with a dictionary | | | | | |
| Korean | | | | Learning at present | | | | | |
| **Nationalities** | | | | | | | | | |
| Nationality | | | | Russian | | | | | |
| **Experience Classification** | | | | | | | | | |
| **Job Function** | | | | | | **Years of Experience** | | | |
| Technical Translator | | | | | | 10 | | | |
| Senior Teacher of English | | | | | | 6 | | | |
| **Industry** | | | | | | **Years of Experience** | | | |
| Oil and Gas | | | | | | 5 | | | |
| Petrochemical - Refinery | | | | | | 5 | | | |
| **Qualifications** | | | | | | | | | |
| Highest Qualifications | | | | | | Specialist’s Degree | | | |
| **Qualification** | | | | | | **Subject** | **Establishment/Country** | | **Year** |
| Specialist’s Degree | | | | | | International Economic Relations | SEE HPE Khabarovsk State Economy and Law Academy (KSELA), Russia | | 2007 |
| Specialist’s Degree | | | | | | Philology, Teaching English and French | SEE HPE Komsomolsk-na-Amure State Pedagogical University (KnASPU), Russia | | 2003 |
| **Other Qualifications, Memberships, Certification** | | | | | | | | | |
| * Full-time training programme in Communication and Business Skills, Marketing, Advertising, Management and Business Administration in *Bournemouth Business School International, England* – summer, 2008 * Yonsei University of Korea – Korean language course, starting from June 2013 - present | | | | | | | | | |
| **Computer Skills and Software Used** | | | | | | | | | |
| Experience in AUTOCADD | | | | | | | | | |
| Computer literate in MS Office, Outlook Express, Internet. | | | | | | | | | |
| Skillful typewriting technique, competence in writing | | | | | | | | | |
| **Work Locations** | | | | | | | | | |
| Are you willing to move or relocate? | | | | | | | | | |
| Yes - I will travel internationally | | | | | | | | | |
| Yes - I will relocate internationally | | | | | | | | | |
| **Availability** | | | | | | | | | |
| Start Immediately? | | | | | Available in 14 days | | | | |
| **Ideal Next Job** | | | | | | | | | |
| I want to explore my expertise and elevate my qualification to a senior position. | | | | | | | | | |
| **Required Salary & Conditions** | | | | | | | | | |
| Minimum USD 3,000 | | | | | | | | | |
| **Employment History** | | | | | | | | | |
| **Period** | **Company** | | | | | | | **Position** | |
| May, 2012 - present | PNA Solution Co., South Korea (different projects) | | | | | | | Technical Translator and Editor | |
| May, 2011 – April, 2012: | Freelance ([Samsung Engineering Co., Ltd.](http://www.samsungengineering.com/)) | | | | | | | Technical Translator | |
| February, 2010 – April, 2011: | HYUNDAI ENGINEERING CO., Ltd. | | | | | | | Technical Translator | |
| May, 2009 – January, 2010: | Freelance (Komsomolsk-on-Amure Steel Works) | | | | | | | Technical Translator | |
| October, 2008 – April, 2009: | GS ENGINEERING & CONSTRUCTION CORP. | | | | | | | Technical Translator | |
| September, 2002 –September, 2008: | SEE HPE Komsomolsk-na-Amure State Technical University (KnASTU) | | | | | | | Senior Teacher of English | |
| **Work Experience (Summary)** | | | | | | | | | |
| * English-Russian translation and interpretation of specifications, data sheets, requisitions, technical bid evaluations, drawings and normative documents (concerning wide range of aspects, such as petroleum and gas refining, petrochemical, processing, piping, electrical, mechanical, instrumentation, welding, industrial and civil engineering ones) for various departments on the project, as well as finance documents and contracts for **NIZHNEKAMSK OIL REFINERY AND PETROCHEMICAL COMPLEX (TATARSTAN, RF) Project, GAS DESULFURIZATION PLANT (TURKMENISTAN) Project, CONSTRUCTION OF CPF COMPLEX AND DEVELOPMENT OF KANDYM GROUP OF FIELDS Project (by LUKOIL Uzbekistan Operating Company)** and etc. * Execution of other activities such as: checking and correcting the team’s translations, formatting documents. * Daily verbal communication with the Superintendents and engineers of Civil, Electrical, Instrumentation, Process and Piping Departments. * Assistance in establishing communication process between expats and national employees. * Delivering interpretation at business meetings, work progress meetings, and others. * Work with groups of students of Engineering and Economy Faculties, participation in experimental multilevel English language training programme, research work: 2 publications in KnASTU scientific journal. | | | | | | | | | |
| **Comments/ Hobbies/ Interests etc:** | | | | | | | | | |
| Reading, traveling, fitness | | | | | | | | | |

Last Updated on 23-Aug-2013