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Desired position: **Translator**
Rotation job: **applicable**
Geography: **any**

Nationality: **Russian**
Citizen: **Kazakhstan**

UNIVERSITY EDUCATION:

Sept 03-January 2006 **Kazakh University of International Relations and World Languages**
University diploma, Interpreter/translator/advisor

1983-1988 **Kazakh Polytechnic Institute, Almaty, Kazakhstan**
Diploma of Geophysicist-Engineer

1977-1980 St. Petersburg Mining Institute, Russia (uncompleted)

Skills trainings:

December 2010 Presentation, intercultural communicating and negotiating in English, Saint-Petersburg, Russia
 July 2010 IT in translation, Saint-Petersburg, Russia
 February 2010 Translator skills`s upgrade course, Saint-Petersburg, Russia
 April 2007 Simultaneous interpretation workshop
 January-February 2005 Improvement of interpreters` skills course, Caspian Training Group, Almaty (certificate available)
 June 1998 Quality Management courses, McGill University+KIMEP (certificate available)
 May 1998 Improvement of interpreters` skills course, Almaty Training Center (certificate available)
 March 1996 Almaty Management School courses on professional skills improvement (certificate available)
 1994-1995 Courses for guide-interpreters (certificate available)
 1989-1994 Some courses on professional skills` improvement (certificates available)

Languages:

Russian – native/excellent English – fluent/excellent; French – beginning/basic

EXPERIENCE:

- 16.08.07-to present** **Azimut Energy Services JSC**
Head of Tender Bids and Contracts Group
 Leader of the team dealing with preparation of tender bids and contracts, including domestic and overseas marketing and business development activities.
 Simultaneously: Freelance translator and interpreter
- 01.06 – 08.07** **Azimut Energy Services JSC (former Geotex)**
an Interga Group (Russia) company
Chairman Advisor/Interpreter/Translator
- 11.1999 – 01.06** **Azimut Energy Services JSC (former Geotex)**
an International Energy Services, Inc. (USA)
company
Chairman Executive Assistant/Interpreter/Translator
 Duties: any assistance required to boss, interpretation at talks of different levels and translation of various texts and contracts (routine and other correspondence covering: special geophysical/geological, technical, scientific, etc.); meeting, travel and visa arrangements; hotel reservations; phones calls; work with related correspondence and office equipment; accompanying boss in his trips, etc.
 At the same time translation/interpretation services for other Company`s departments such as Marketing & Technology, Operations, Legal and Customs.
- 06.1997-11.1999** **International Energy Services, Inc.**
 American, GEOTEX`s parent company
Chairman Executive Assistant/interpreter/translator
 Duties: as above
- 05.1997-06.1997** **GEOTEX Geophysical Services,**
 Kazakhstan
Interpreter/Translator
 Translation of various texts and interpretation at talks
- 09.1996-05.1997** **“Kazfen” Kazakh-Turkish JV,**
 a pipeline construction company
Interpreter/Translator
 Duties:
 Translations/interpretations, office and travel arrangements, communication with local authorities, etc.
- 06.1995-09.1996.1** **“Jalgas” LLP, a Kazakhstani entity**
Secretary/Interpreter/Translator
 Duties: translations/interpretations, phone calls; travel arrangements, work with office equipment, etc.

VALENTINA KOVAL

5/16/2013

South-Kazakhstan

Geological & Geophysical Expedition, Kazakhstan

Engineer –Geophysicist, 1 category

Sphere of activities: Applied geophysics.

Duties included review and acceptance of field geophysical data, following processing, interpretation and transferring them to a client. Besides, the job included making analysis and final reports covering mainly well logging/borehole geophysics, and other methods such as lithochemical, magnetic and electrical uphole and land surveys.

1980-1983

South-Kazakhstan

Geological & Geophysical Expedition,

Kazakhstan,

Worker, Geophysical Surveys

Participation in various field and office geophysical operations.

Additional skills:

Computer, Windows XP
(Microsoft Word & Excel,
E-mail, Internet)

Membership:

EAGE, ATA, SEG

Interests:

Travel, oriental dancing, diving

Business trips:

any time

References are available upon request.