

Resume
STEPAN KONEV

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| Personal Information | <p><i>Birthdate: 21 April 1980</i> <i>Birthplace: Ust-Ilimsk, Irkutsk Oblast, Russia</i> <i>Marital status: not married</i> <i>Education: 1997-2002 - Tomsk State University, Department of International Relations.</i></p> |
| Work experience | <p><i>18 years in English to/from Russian translation</i></p> |
| <p><i>June 2019 to present time</i></p> | <p><u>Freelance translator</u></p> |
| <p><i>July 2016 to May 2019</i></p>   | <p><i>Employer: South Tambey LNG</i> <i>Project: Yamal LNG</i> <i>Domain: Construction of LNG plant at Yamal Peninsula</i> <i>Role: <u>Translator</u></i> <i>– Translate construction documentation, method statements, procedures, plans, as-built drawings, daily/monthly progress reports, HSE trainings, correspondence, minutes of meetings, resolutions, and instructions of regulatory authorities; on-site linguistic support (interpreting).</i> <i>Place: Yamal, Russia</i></p> |
| <p><i>June 2015 to June 2016</i></p>   | <p><i>Employer: Promstroi-OMA JV</i> <i>Project: South Stream Offshore Pipeline - Russian Sector</i> <i>Domain: Construction of Landfall Facilities</i> <i>Role: <u>Translation Team Coordinator</u></i> <i>– Coordinate team work; allocate workload</i> <i>– Translate detailed design documentation, method statements, procedures, plans, as-built drawings, daily/monthly progress reports, HSE trainings, correspondence, minutes of meetings, resolutions, and instructions of regulatory authorities; on-site linguistic support (interpreting).</i> <i>Place: Anapa, Russia</i></p> |
| <p><i>September 2011 to March 2015</i></p>    | <p><i>Employer: Masterword Services Inc.</i> <i>Project: Caspian Pipeline Expansion (Chevron Neftegaz Inc.)</i> <i>Domain: Construction of Tengiz-Novorossiysk oil pipeline, Marine Terminal, Tank Farm, pump stations, single point mooring, offshore pipeline, SCADA, control systems & communications.</i> <i>Role: <u>Chief Technical Editor/Translator</u></i> <i>– Translate construction related documentation, as-built drawings, daily/monthly progress reports, HSE trainings, correspondence, minutes of meetings, resolutions, and instructions of regulatory authorities. (Rostekhnadzor, Ministry of Natural Resources, etc.)</i> <i>– Monitor timely completion, control single terminology style, proof-reading, editing, etc.</i> <i>– Process translation requests from the Project team members</i> <i>– Distribute workload between translators.</i> <i>– Return the translated files to the Project team members.</i> <i>Place: Novorossiysk, Russia</i></p> |

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| <p>November 2009 to August 2011</p>   | <p>Employer: TechInput LLC, www.techinput.com (gas and oil domain), LSP for Exxon Neftegas Limited. Project: <i>Sakhalin-1</i> Domain: <i>Construction and operation of Gravity Based Structure, ROV operation, Chayvo Onshore Processing Facilities, Odoptu Oil and Gas Field, Arkutun-Dagi Offshore Line Pipe Construction</i> Role: <u>Technical Editor/Translator/Coordinator</u> – Translate the project-related documents, oil production forecasts, analytical articles, as-built drawings, progress reports, expert reviews, environmental research results. – Coordinate external translators work - planning, making schedules, allocate translation assignments, monitor timely completion, ensure adherence to a single terminological style of translation. – Visit the client’s premises for better understanding of their workflow. Place: Moscow, Russia</p> |
| <p>July 2006 to October 2009</p>   | <p><u>Freelance translator</u> for TOP5 Russian Translation Companies including Janus Worldwide, ABBYY Translation Services, and Neotech. Domain: <i>Capital construction projects</i> Role: <i>Technical translation of construction equipment operator’s manuals, software/hardware documentation, Work with NCCER (American leader in construction industry) Training and Certification Programs, etc.; Lionbridge</i> Place: Moscow, Russia</p> |
| <p>December 2004 to June 2006</p>  | <p>Employer: Themis Center - Law Company, Domain: <i>Legal Affairs, notarization, apostillization, consular legalization</i> Role: <u>Translator/Project Manager</u>. – Translate legal documents, auditor’s reports, balance sheets, memorandums and articles of association, private documents, court rulings, and other law related documents. – Coordinate freelance translators – planning, scheduling, allocating translation assignments, monitoring of timely return, ensuring adherence to a single terminological style of translation. Place: Moscow, Russia</p> |
| <p>December 2002 to November 2004</p>  | <p>Employer: Translation Bureau Ltd. Domain: <i>Technical/Construction</i> Role: <u>Translator/Project Manager</u> <i>Translation, editing, page-making of construction related documentation. Coordination of translation teamwork:</i> – Allocate assignments; – Ensure due date scheduling/planning; – Coordinate meetings with external translators and customer representatives to clarify terminology issues, etc. – Make customer-based glossaries – Visiting customer’s site for better understanding of their business processes and due consideration thereof in the translation work flow. Place: Moscow, Russia</p> |
| <p>June 2000 to July 2002</p>  | <p>NTSC - Channel 9 TV Company, evening <u>news reporter</u> – Text writing – Making news reports Place: Tomsk, Russia</p> |

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| Languages | Russian (native) English (fluent) <i>Japanese (basic)</i> |
| Other skills  | Advanced PC user <i>Can use Translation Memory software including SDL Trados(versions from 2006 through Studio 2019), SDL Passolo, memoQ, Memsources, Fluency Now, SDLX, Transit, Idiom, XTM, Smartling, SmartCAT. Translation of AutoCAD drawings; page-making, PDF editing Transcription using <i>Fluency Transcription</i> software Subtitling using <i>Subtitle Workshop</i>, <i>Subtitle Edit</i> LOCALIZATION <i>Localization projects for Team57 company (Poland)</i> </i> |
| Contacts  | Mobile: +7(961)535-4890 My YouTube: https://www.youtube.com/channel/UCjJJ_PI9QBcqMAqxvz36JCA? LinkedIn profile: www.linkedin.com/in/степан-конов-а5927а47 Proz.com account: http://www.proz.com/profile/1298842 e-mail: k-stepan1@mail.ru , kstepan8@gmail.com Portfolio link: https://drive.google.com/open?id=0B2K5RsXghx5gY2U1VHhVWGJJVVk |