

"Everything which is good in me should be credited to books"
(Maxim Gorky, Russian writer)



Matt Sundakov: Resume

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Comprehensive Book Translation Services
<http://bookwebtranslation.com/>

Summary:

Education: Degree in Communications

Years of experience:

- **Translations: since 1975;**
- **Engineering: 1961-1996;**
- **Real Estate: 1997- 2000**

Translation Languages and Rates:

I guarantee high quality translations into my 2 native languages - English and Russian - from almost any language which uses either Latin or Cyrillic alphabet. Whereby, I am equally comfortable with US, UK, Australian and New Zealand English.

My translation experience is more than 40 years. During all these years, I have translated and edited numerous texts in almost any possible field, even though my preferences lie in such subjects as legal, medical, marketing, communications (by the way, I have a Bachelor's Degree in Communications), politics, education, human resources, history, journalism, culture, travel & tourism, etc. and so on. Please also note that for many years, my translation work was combined with practical work in some other professional fields, such as communication, journalism, finance, Real Estate, and language teaching.

I work with Trados Studio, SmartCat, MemoQ and Memsources, and normally charge 0.09 EUR per source word **for full TEP service (no extra charge for working on weekends)**. However, if your budget doesn't allow acceptance of the rates suggested, I will be willing to consider your own offer.

My TEP work consists of the following 3 stages: 1. I personally and thoroughly translate the entire file; 2. My partner (also a native English speaker) proofreads my translation; 3. After that, I do my own final checking, ensuring the quality which does not require any further editing or proofreading at the client's end, i.e. the quality ready for publication

All the details about my services (including references and unsolicited testimonials) can be found in this Resume and also in the following documents:

- Comprehensive Book Translation Services - <http://www.bookwebtranslation.com/>
- ProZ.com profile: <http://www.proz.com/profile/21120>
- LinkedIn: <https://www.linkedin.com/in/matt-sundakov-052655>

I can be contacted 24 hours a day by email or on Skype. In case of urgency, please also send SMS to (+61) 408 124 498 in order to alert me for immediate checking my Inbox and/or Skype messages - and I will respond very fast to any inquiry you may have.

Subjects:

I cover most of the subjects, but usually decline highly specialized texts in engineering, technical sciences, architecture and agriculture fields. My normal output is 10, 000 words a week (1,500 words a day, including weekends and Public Holidays).

However as a company, we cover almost any language combination and any subject, and of course our daily output could be much higher. Terms and conditions for any specific project where I need help of my team are determined separately in each particular case.

Subtitling:

I have gained a good experience with subtitling work, providing subtitles for such TV serials as 'The Big C', 'Tudors' and 'Damages'. I work with Subtitle Edit 3.5.0 and deliver my work in SRT format.

Writing:

In addition, I am also a writer (writing both in English and Russian). For example, my work titled "**Travel Through Life**" is published as eBook by Ex-L-Ence Publishing (UK). This book can be obtained from any local Amazon website. For links to this and my other significant creative works, please refer to my website <http://www.bookwebtranslation.com/>

BACKGROUND

Education

1. **1996 Wellington** - Real Estate Sales Persons Course at Open Polytechnic of New Zealand, Certificate.
2. **1974 - 1975 Leningrad USSR** - Advanced Course for the Improvement of the Professional Skills of Supervisory Personnel, **Certificate with Honours.**
3. **1957 - 1961 Leningrad USSR** - Electrical Engineering Institute for Communication Systems. **Degree in Communications**

Professional Experience

From March 2000 - Full-time Professional multi-language translator, as well as the Founder & Director of an international company Comprehensive Book Translation Services (CBTS).

For detailed information about CBTS, please refer to: <http://bookwebtranslation.com/>

1980 - 2000 (since arrival in New Zealand from Russia): In addition to full time work listed below, I was involved in the following part-time freelance activities:

1. Taught Russian at Wellington High School Community Institute
2. Taught Russian and English as a Second Language at Mana College (evening classes).
3. Did translations from English into Russian and from Russian into English for the Wellington Chamber of Commerce and Department of Internal Affairs.
4. Did regular translations of various articles from the Soviet scientific magazine "Telecommunications and Radio Engineering" for Scripta Technica Inc. (USA), a subsidiary of John Wiley and Sons Inc.

Full time work during the same (1980-2000) period:

1. **Jan 1997 - to February 2000: Bethunes Real Estate, Residential Property Consultant.**
2. **Feb 1988 - Oct 1996: BOC Gases New Zealand Limited, Standards and Systems Engineer** - Development of new, and revisions of existing, engineering standards. Constant development and improvement of the company's comprehensive technical documentation system. Design of various forms and formats for efficient and presentable documentation control and reporting. Development of Technical Library Data Base in Microsoft System and Vendor Master Data Base in SAP R/3 System.
3. **April 1980 - Jan 1988: New Zealand Electricity Division of the Ministry of Energy** - Planning and development of computer systems of technical and financial information, and the use of these systems in communications projects. Preparation of budgets, works programs and cost estimates; resource planning and expenditure control.

Prior to 1980 (Russian Experience):

1961 - 1979 Various Organizations for Design of Communications Facilities - Leningrad USSR. Standards, specific projects and training (positions from Engineer to Team Leader).

Technical Publications

1969 Design of Crossbar Automatic Telephone Exchanges for Rural Areas (ATS K 100/2000) Moscow USSR. Co-author of the above book - published by Communications Publishing House.

Part-time freelance activities during the same (Russian) period:

1. Wrote articles for a youth's newspaper "Smena" and for children's magazine "Iskorka"
2. Did translations from German into Russian for a publishing house "Progress" (Moscow).

Selected References

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