

NATALIA PETROVNA FOMINA



Member of Proz.com certified network

Saratov, Russia

Phone: +7-927-2278908

email: reliabletrans@gmail.com

Goal:

Provide swift and high quality translation for my customers

Qualifications Summary:

- Master of Arts (Translation Studies, 2005-2009, the University of Birmingham, UK)
- Trinity College TESOL Class certificate (2004, Sussex Language Institute, UK)
- Degree in English and Literature (1976-82, Saratov State University, Russia)
- Degree in Chemistry (1970-75, Saratov State University, Russia)



Relevant Experience:

- ✓ Translated technical specifications, medical documentation, regulatory documentation and chemical patents (from Russian into English and English into Russian), MSDS, operation manuals, clinical trials, general texts, documents for oil and gas company, instrumentation document, marketing text, web-pages, fables.
- ✓ Recorded translated fables in Russian as mp3-files.
- ✓ Interpreted chemical engineer's visit to fiber production plants.
- ✓ Interpreted daily meetings on regulatory, plant operations, technical water consumption issues, incident investigation meetings, technical and non-technical training classes, staff meetings, negotiations, interviews.
- ✓ Interpreted and translated documentation on alternative water supply project, effluent treatment plant, boiler plant, lift station equipment and process issues; OPEX meetings and documentation; project works: construction; engineering work requests, wastes disposal, preparing for tie-ins, specifications.
- ✓ Provided written translation of technical manuals, operating procedures, Process Hazard Analysis and Intense Process Review documentation, safety procedures.
- ✓ Translated routine duties documentation, incident reports, meeting minutes, FileMaker Pro names and commands.
- ✓ Translated and dubbed technical training videos for operators (e.g. Chemistry Fundamentals, Basic Operator Responsibilities.)
- ✓ Helped Power Operations Group translating the following documentation: regulatory, operating expenditures, Human Resources (career ladders, resume, PMP), Power Management System computer program, orders, business plans, regulations, inspection reports.

Relevant Employment History:

August 2008 to present	Freelance Technical Translator	Self-employed
June 2005 to August 2008	Lead Operations Area Analyst (50% of time for technical translation and 50% is for tracking operating expenditures).	Tengizchevroil, Kazakh-American JV, Kazakhstan
June 2001 to June 2005	Plant Operations Senior Interpreter	Tengizchevroil, Kazakh-American JV, Kazakhstan
March 1999 to June 2001	Group Supervisor, Technical Training Group	Tengizchevroil, Kazakh-American JV, Kazakhstan

NATALIA PETROVNA FOMINA



Member of Proz.com certified network

Saratov, Russia	Phone: +7-927-2278908	email: reliabletrans@gmail.com
April 1996 to March 1999	Technical Translator, Trainer, Senior Trainer, Technical Training Group	Tengizchevroil, Kazakh-American JV, Kazakhstan
Sep. 1983 to Apr. 1996	Teacher of English and Chemistry in a secondary school	Uralsk, Kazakhstan
September 1980 – July 1982	Technical Translator, Patent Information Service	Oil and Gas Exploration Research and Development Institute, Saratov, Russia
August 1975- September 1980	Technical Translator in Patent Information Service	Chemical Plant, Saratov, Russia

Completed the following training classes:

- Introduction to Chemistry. Structures and Solutions.
- Writing in the Sciences
- Nutrition for Health Promotion and Disease Prevention
- Why Tree Incident Investigation
- Repetitive Stress Injury, computer workstation evaluation, certified evaluator
- Chevron Project Development and Execution Process Overview
- Process Hazard Analysis