



Maria Maksutova |  
**Linguistic services**

English, Spanish, Russian

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## Interpreting

May 2018 — present: telephone interpreting at Voze (Spain) in English-Spanish and Russian-Spanish language pairs in the following fields:

- home insurance;
- life insurance;
- car insurance;
- social services.

September 2017 – present: liaison interpreting for Comisión Española de Ayuda al Refugiado (Spanish Commission for Refugee Assistance) in Russian-Spanish and English-Spanish language pairs in the following fields:

- social services;
- legal consultations;
- psychological therapy;
- medical consultations.

2011 – present: liaison and consecutive interpreting in a variety of settings:

- cultural events within Seville European Film Festival 2018;
- tourist visits to historical monuments;
- tourist visits to wineries;
- business visits to Hydrographic Confederation of Guadalquivir River Basin and to River Bembezar Right Bank Irrigation Community.

## Translation

2010 – present: English-Russian and Spanish-Russian translation, review and proofreading services for businesses and individuals

- **tourism:** websites, catalogues, hotel descriptions, tourist information, etc. for world-wide hotel chains, booking systems, holiday rental companies, car hire companies, and websites;
- **clothes and fashion:** seasonal catalogues, promotional videos, look books for some of the major Spanish fashion brands;
- **marketing:** brochures, catalogues, special offers, commercial videos, and internet advertisements for hotels, airlines, restaurants, and manufacturers of a variety of products;
- **food and cooking:** marketing texts, restaurant menus, journal articles, recipes, and product labels;
- **technical texts:** catalogues, technical specifications, product descriptions, and marketing texts for several Spanish lifts, electric equipment, refrigerators, and car parts producers;
- **education:** teaching materials for mobile apps and websites for online English and Spanish learning;
- **construction:** documentation for construction and renovation works, project development, construction and supervision agreements, property descriptions.

2013 – 2017:

English—Russian **machine translation post editing** of hotel and destination descriptions for Booking.com performed using Google Translator Toolkit following the guidelines specified by the client with a monthly turnover above 40,000 words.

2012 – 2013:

Spanish/English—Russian translator for a Russian-speaking radio station in Spain (Radio Rusa, [www.rusradio.es](http://www.rusradio.es)). Translation of business correspondence, advertising materials (radio commercials, programme scripts, slogans, etc.), programme listings, editorial highlights, documents (advertising contracts, production orders, etc.), and proofreading texts in Russian

2010 – 2011 and 2012 – 2013:

Intern translator at Business Science Department of Pablo de Olavide University (Sevilla); translation of academic documents and informational materials for foreign students

## Subtitling

Creation of subtitles and their synchronisation for

- short feature films,
- commercials,
- in-company training videos.

## Localisation

Localisation and linguistic testing of several mobile applications (remote video surveillance, language learning) and websites (booking engines, holiday rentals, hotels, car rentals, and others).

## Academic and Linguistic Training

2018–2019: Consecutive interpreting course by Trágora Formación (Granada, Spain)

2018: Telephone interpreting course by Voze (Madrid, Spain)

2018: Legal translation course by LingvaContact completed with honours (Saint Petersburg, Russia)

2018: DELE Spanish diploma (C2) by Instituto Cervantes (Spain)

2015: Terminology acquisition and management course by AulaSIC (Barcelona, Spain)

2011: Web design and multimedia course by Afoban (Seville, Spain)

2010–2012: Master's degree in International Communication, Translation and Interpreting (English and Spanish) by Pablo de Olavide University (Spain)

2005–2010: Specialist's Degree in Foreign Philology (English) with Honours by Mordovia State University (Russia)

2008: Certificate of Proficiency in English (C2) by Cambridge University (United Kingdom)

## General computer and CAT programme knowledge

- Subtitle Workshop, WinCAPS Qu4ntum, Jubler, Subtitle Edit
- Trados Studio 2015, Poedit, Virtaal, OmegaT, Google Translator Toolkit
- Microsoft Office 2016, OpenOffice