



Maria Maksutova  
**Linguistic services**  
English, Spanish, Russian

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## Translation

2010 – present: English-Russian and Spanish-Russian freelance translation, revision and proofreading services

- **technical texts:** catalogues, technical specifications, product descriptions, and marketing texts for several Spanish lifts, electric equipment, refrigerators, and car parts producers;
- **construction:** documentation for construction and renovation works, project development, construction and supervision agreements, property descriptions;
- **marketing:** brochures, catalogues, special offers, commercial videos, and internet advertisements for hotels, airlines, restaurants, and manufacturers of a variety of products;
- **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, lookbooks for some of the major Spanish fashion brands;
- **education:** teaching materials for mobile apps and websites for online English and Spanish learning;
- **food and cooking:** marketing texts, restaurant menus, journal articles, recipes, and product labels.

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

2019 – present: collaboration with media company I-Yuno providing subtitles for several film studios and streaming services.

**Subtitle creation, translation, QA and time-coding** using *Subtitle Workshop*, *WinCAPS*, *Qu4ntum*, *Jubler*, *Subtitle Edit*, *VisualSubSync*, as well as several company-owned tools for the following project types:

- feature films and TV series,
- short feature films,
- commercials,
- in-company training videos
- science popularization videos.

September 2020 – now: an on-going collaboration with an international media company which provides subtitles in multiple languages to several video streaming platforms and film studios. English-Russian **translation of subtitles for feature films and series** in accordance with clients' guidelines and limitations (number of characters and lines).

## Localization

Localization and linguistic testing of a number of mobile **video games** (game narrative, characters' speech, item descriptions, help options), **mobile applications** (remote video surveillance, language learning, tax returns) and **websites** (booking engines, holiday rentals, hotels, car rentals, and others).

September – November 2020: in-house translator for localization company Localsoft S.L. in Malaga, Spain. The tasks performed included translation of two AAA

games, revision, quality check and linguistic testing of the localized product.

## Transcription

April 2020 – present: **Russian and English multi-speaker transcription** for a US consultancy company

2018: **Russian multi-speaker transcription** for a Spanish AI company using the company's own transcription tool

## Interpretation

September 2017 to present: **liaison SP-RU and SP-EN interpretation** for Spanish Commission for Refugee Aid (legal, medical, psychological and social integration services)

May 2018 to present: **over-the-phone SP-RU and SP-EN interpretation** in the field of home, car, life insurance, medical and community services

February — April 2020: **consecutive EN-RU interpretation** of aircraft maintenance training programmes

January 2020: **liaison EN-RU interpretation** at Sotogrande International School during parent guidance meetings

November 2019: **consecutive, liaison and chuchotage SP-RU, EN-RU and SP-EN interpretation** at Seville European Film Festival during presentations, interviews, master classes and Q&A sessions

October 2019: **consecutive SP-RU interpretation** during Days of Moscow festival in Madrid

October 2019: **consecutive and escort SP-RU interpretation** for Nobel Prize-winning writer Svetlana Alexievich during her trip around Andalusia (Cordoba – Granada – Seville – Madrid) including cultural visits and professional and private meetings

September 2019: **consecutive SP-RU interpretation** at *Cosmopoética* poetry festival in Cordoba

November 2018: **consecutive SP-RU interpretation** at Seville European Film Festival 2018

April 2018: **consecutive SP-RU interpretation** during the visit «Building up climate resilience in the river Pyanj basin»

Since 2011: **consecutive SP-RU interpretation** in Gonzalez Byass and Alvaro Domecq wineries in Jerez de la Frontera during guided tours

Since 2010: **escort SP-RU interpretation** during guided tours to historical monuments of Seville

## **Academic and Linguistic Training**

2019: Course in simultaneous EN-SP interpretation by Trágora Formación (Granada, Spain)

2018–2019: Course in consecutive EN-SP interpretation by Trágora Formación (Granada, Spain)

2018: Telephone interpretation 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 Interpretation (English and Spanish) by Pablo de Olavide University (Spain)

2005–2010: University 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, VisualSubSync
- Trados Studio 2015, MemoQ, Poedit, Virtaal, OmegaT, Google Translator Toolkit

- Microsoft Office 2016, OpenOffice