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| ***Galina Kirina*** | |
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| Position: | freelance translator |
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| Birthday | 2 July 1973 |
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| Contact details: | +7-903-864-7252 |
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| E-mail: | [galina\_ts@lipetsk.ru](mailto:galina_ts@lipetsk.ru) |
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| Country: | Russia |
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| City: | Lipetsk |
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| ***Job Experience*** | |
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| Company | Novolipetsk Steel, Lipetsk, [www.nlmk.com](http://www.nlmk.com) |
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| Area of activity | Ferrous metallurgy |
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| Position: | Senior translator |
| Period: | July 1994 up to now |
| Job description: | Written translation of scientific, technical, political, economic and other specialized literature and documents, patents, technical standards and shipping documentation, articles, correspondence with external partners, contracts, project documentation, materials of conferences, meetings, seminars, sessions, etc.;  Interpretation of technical, economic meetings, seminars, strategic sessions, conferences, tenders;  Transcribing of various interviews, speeches, videos;  Subtitling of video, commercials, interviews, performances. |
| Achievements: | Participation in large projects on strategic planning of the whole supply chain, on planning and scheduling, order combining, routing systems, on assets acquisition, on benchmarking of different production stages.  Participation in many local small size projects related to ferrous metallurgy and mining. |
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| ***Education*** | |
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| University: | Lipetsk State Pedagogical University, 1990 – 1995, full-time |
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| Faculty: | Foreign Languages, English department |
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| Specialty: | teacher of English and German languages, translator |
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| ***Further Education*** | |
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| Course: | Simultaneous interpretation in practice |
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| Учебное заведение: | Saint Petersburg Chamber of Commerce and Industry, Business and Professional Education Centre |
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| Certificate: | July 2017 |
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| Professional skills: | simultaneous interpretation from Russian to English and from English to Russian |
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| ***General*** | |
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| Foreign language: | English, fluent, technical |
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| Computer skills: | Advanced user – Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Acrobat Pro, SDL Trados, Aegisub |
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| Personal qualities: | responsible, conscientious, accurate, goal-oriented, patient, friendly, polite, foreright, adaptive, able to apply time management |
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| ***Additional information*** | |
| Interests | Spare time in subbing videos and doing written translation (voluntarily) of various articles and information about k-pop band HIGHLIGHT (ex-BEAST) |
| Hobby | traveling, reading, embroidery |

Date: 23.07.2019