

GULNAZ ZARIPOVA ULGEN

Nationality: Russian
Date of birth: 13/12/1979

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Objective:

As a multilingual, dynamic, result-oriented professional with an excellent knowledge of academic Russian and English, as well as fluent intermediate Turkish, I aim to keep focus on medical translations and other types of translation projects and interpretation assignments to apply the multilingual and multicultural education and work experience as well as the skills already developed.

Work Experience:

◆ *Full Time Freelance Translator, February 2013 – November 2020*

- Translation services: translation of a wide range of documents with a focus on medical documentation, including such areas as clinical studies, Standard Operating Procedures (SOPs), etc. (mostly Russian <> English).
- Interpretation assignments in-between translation projects (Russian, English, Turkish)

◆ *SEGURE INSURANCE LTD., Head Office, Nicosia, NORTHERN CYPRUS*

Insurance Technical Manager, January 2011 – February 2013

- Issuance of multiple types of insurance policies (vehicle insurance, property insurance, liability insurance, health insurance, life insurance, travel insurance, reinsurance, etc.)
- Provision of consulting services, negotiation and issuance of insurance policies for multinational customers
- Management and validation of insurance policies issued by 50+ agencies

◆ *Medical Center for AIDS Research (Government Hospital, Naberezhnye Chelny, RUSSIA*

Assistant Economist, December 2008 – December 2009

- Assisting the Chief Economist in daily tasks
- Preparing and concluding contracts with organizations and companies providing services to the Medical Center
- Visiting organizations and companies providing services to the Medical Center for negotiation of contracts, finalizing and signing the official documents and contracts
- Invoicing organizations and companies providing services to the Medical Center

◆ *CREDITWEST BANK LTD., Nicosia, NORTHERN CYPRUS*

Bank Teller (Main Branch), May 2007 – November 2008

- Universal bank operations performer
- International customers' representation
- Bank checks processing, international money transfers, documentation, etc.

◆ *Medical Center for AIDS Research (Government Hospital, Naberezhnye Chelny, RUSSIA*

Clerk (Safety Engineering Department), November 2004 – April 2005

- Responsible for safety of job conditions
- Registering safety related incidents
- Reporting incidents to central relative departments

- Record managing, document processing

◆ ***Nursery School No. 128, Naberezhnye Chelny, RUSSIA***
English Language Teacher, February 1999 – March 2000

Education:

◆ ***Non-State Educational Institution of Higher Education “Institute of World Economy and Informatization”, Moscow, RUSSIA***

Bachelor of Human Resource Management, December 2015

- Part time HR Management student

◆ ***Near East University, Nicosia, NORTHERN CYPRUS***

Bachelor of International Relations, February 2004

- Full time International Relations student
- President’s High Honor List
- CGPA: 3.68/4.00

◆ ***Naberezhnye Chelny Pedagogical College, Naberezhnye Chelny, RUSSIA***

Diploma in Teaching English, June 2000

- Full time student
- Grade: 4.80/5.00

◆ ***Russian Tatar School, Naberezhnye Chelny, RUSSIA***

Secondary School Certificate, June 1997

- Grade: 4.70/5.00

Skills:

- Excellent communicator and translator who is fluent in Russian, English, Turkish and Tatar with basic knowledge of German
- Knowledge and excellent use of SDL Trados Studio, MS Office (Word, Excel, Outlook), etc.
- Strong team-working and multi-tasking skills
- Successfully completes projects within time and budget constraints
- Strong system analysis abilities for business solutions
- Easily adapts to new systems or environment, excellent work ethics

Note: References will be provided on request