

ANGELIKA DAWSON

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Education:

Higher Education. University of St Petersburg. Russia. Faculty of Modern Languages (English, German, Russian). Masters Degree.

Work Experience:

Currently working as a freelance translator between English (native), German (fluent) and Russian (native).  
I regularly interpret at international conferences, seminars, technical and business meetings, training workshops, international shows and exhibitions.

October 1994 during Her Majesty's Queen Elizabeth visit to St Petersburg, Russia worked for four days as interpreter for the Press Secretary of Her Majesty.

Proofreading work of other translators.

Translated marketing brochures for many engineering companies and translation agencies in the UK and worldwide.

Involved in technical and business negotiations for approval of project proposals for improvement of refineries worldwide.

Translated installation and operation manuals, software manuals (simulation models), license agreements, technical and financial reports, contracts and agreements etc.

Research work for consulting companies worldwide.

Abraxas Insurance Administration Services Ltd  
Web Training Manager and Compliance Administrator.

Writing Web Training Modules and compiling exams for insurance products to train Insurance Advisors countrywide to comply with the FSA competency requirements. Monitoring exams on the web. Setting up new accounts in compliance with the FSA Regulations. Monitoring Risk Transfer Agreements. Generating Data Base Reports and Report Analyses. Ongoing IT/DB/Web support.

Reynolds & Reynolds Inc (Consultancy Company), UK,  
Cheltenham

German Market Sales & Marketing Administrator.

Gathering information and carrying out surveys. Development of Power Point presentations for product promotion based on research and analyses in Excel. Completing reports.

Administration duties.

Rotork, UK, BATH

International Sales Support Administrator.

Investigating work, in finding information relating to International Sales business, such as quotations, contracts, historical product, projects, developing appropriate technical and commercial responses, order processing, coordination of exports, preparing shipping documents. Gathering information, carrying out surveys and completing engineering reports.

GABEG Engineering GmbH

Construction of Ford CKD Plant in St. Petersburg, Russia.

(Investors: Ford Motor Company USA, Ford Motor Company UK, Ford Motor Company Germany)

Project Coordinator. Negotiations with state and local authorities. Project approval by local authorities (design, fire, utilities etc. to comply with local regulations and requirements). Technical and business meetings between the investors, contractors and local authorities. Interpretation/translation during meetings (English, German and Russian).

Warren, OH, USA. Vision Clinic

Clinic Administrator, Doctor's Assistant

Responsibilities:

Manage daily office procedures (Word, Excel, Data Base), make appointments for the patients, data entry, check and confirm insurance, prepare charts for medical examinations, medical health history, blood sugar analyses, blood pressure, vision field computer testing, eye glasses computer reading, auto refractor, proof reading Doctor's reports and lectures, etc.

Nevskij Palace Hotel (Sheraton) St Petersburg, Russia

Executive Secretary

Public relations and establishment of contacts with local companies and

city administration. Hiring and interviewing staff for the hotel.

Promoted to the position of a Conference Producer.

RUSSKIJ DIESEL, Foreign Relations Department, St Petersburg, Russia.

Senior Engineer Translator. Translated all kinds of technical and legal documentation. Managed correspondence between the suppliers, factories and executives in Moscow, St. Petersburg and all over the world. International negotiations.

Sept 1980 – Sept 1987

Oil Refinery Plant in Kirishi, Leningrad Region

International Department Manager/Translator. Worked on site with the group of 30 foreign (Germans, Japanese, Americans) supervisors involved in construction and installation of refinery units (1976-1988).

Computer Skills: Proficient in M.S.Office (Presentations, Excel, Data Base, Spreadsheet, Text Processing, Word Processing, Mail Merge), Desktop Publishing, ACAD, INTERNET, etc.