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# Anna Makarova

## Certified English-to-Russian Translator

10 Ozerskaya Street  
Zarechny, Russia, 442963  
(+7) (987) 503-41-10  
[indie.anika@gmail.com](mailto:indie.anika@gmail.com)

### Personal Statement

A passionate English-to-Russian translator with 2 years experience in games and leather production industry. Despite the fact that I have little experience I can be described as an efficient worker since my advanced language knowledge and fast plunging into company's values let ASKENT GROUP to sign a contract with Inditex since I was the one who communicated with our foreign clients in writing. Due to COVID-19 pandemic I lost my job and I am currently unemployed. However, I stay positive and keep learning English to get a new job as a translator.

### SKILLS

- Advanced language knowledge
- Translation tools use (smartCAT)
- Quick learner
- Excellent writing skills
- Excellent analytical skills
- High adaptability
- Information compilation
- Schedule management
- Basic HTML skills
- Ads campaigns (Google Ads, Yandex.Direct) management
- French (basic)

### EMPLOYMENT HISTORY

#### **ASKENT Group, Penza, Russia** – *translator, content manager*

September 2019 – November 2020

- Provided a full range of translation services: advertising material, technical documentation, contracts, business correspondence, official documents.
- Kept records within Inditex Extranet for ZARA orders.
- Uploaded products and news on sites belonging to ASKENT Group.
- Managed ads campaigns in Google Ads and Yandex.Direct, analysed and improved them, that led to revenue growth up to 20%.
- Wrote texts for newsletters.

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### **Astron Furniture, Zarechny** – *account manager*

November 2017 – August 2019

- Presenting a professional and friendly first impression of the firm to all visitors and clients
- Managing incoming phone calls and mail
- Consulting clients and educating them online and during business trips.

### **Sun English, Zarechny** – *freelance English-to-Russian translator*

August 2016 – November 2017

- Translated descriptions and rules of various board games for the site sunenglish.ru.

### **Penza State University, Penza** – *senior lab tech, Linguistics Dept.*

September 2015 – August 2017

- Kept records during department meetings
- Managing incoming phone calls and mail
- Organising stationery orders
- Maintaining and organising the department filing system
- Typing all necessary documents and correspondence as required
- Printing any supplementary notes as required
- Running professional errands

## **EDUCATION**

### **Penza State University, Penza** – *Bachelor's Degree in Linguistics*

September 2013 – August 2017

Honors Degree in Linguistics.

## **ACADEMIC ACHIEVEMENTS AND HONORS**

- Participated in Critical Issues Forum 2010 dedicated to nuclear non-proliferation, got a scholarship.
- Wrote an article “The possibilities of Translation Memory systems in the profession of a translator” for the V international scientific conference held in Prague (May, 2017).
- Won first place in the university scientific conference in the section "linguistics" with speech dedicated to CAT-systems in translator's work in 2017.

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- Honored by Vice-Chancellor of Penza State University for volunteering as an interpreter during the forum “Dialogue of Cultures” in 2016.

## HOBBIES & INTERESTS

- Writing music reviews and creating music collections.
- Playing board games (“Eldritch Horror” and “Gloomhaven” are my favourite ones).
- Traveling and hiking. I like the feeling when you have to endure the fatigue to reach your final destination and then enjoy nature. I am not an urban tourist.
- Cycling and running in summer. I’d like to run a half marathon one day.
- I do love dogs. I rescued one 2 years ago and since then she has become a part of our family.
- I am really keen on music: indie, rock, folk and alternative are my favourite genres.
- Reading books: modern prose and fantasy. My favourite writers are Terry Pratchett and Haruki Murakami.
- Learning foreign languages: I am trying to learn Norwegian now.

## REFERENCES

References are available upon request.