Dear Sir/Madam,

I am a professional translator with over 25 years in the field, of which the last 17 - with several Moscow-based top-ranked investment companies. My experience includes written translation and/or editing of research materials covering all sectors of Russian and foreign economies, and interpretation at investor meetings of various levels.

I am currently on the market for a new job, and would very much appreciate a chance to continue my professional career with one of the market leaders like your company.

I'm including my resume, and hope to be of interest to you.

Thank you,

Sergey Gorelik

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## Sergey Gorelik

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***e-mail:*** ***tolmach1963@yandex.ru***

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| **OBJECTIVE:** | Seeking position as a Russian - English translator, interpreter and/or editor with a well-established company offering competitive salary, basic benefits, and a potential for growth.  |
| **SKILLS:** | 1. Over 25 years of experience as a professional interpreter;
2. Managerial experience - supervised activities of up to 12 people;
 |
| **EXPERIENCE:** |  |
| January 2009 – March 2017 | **Translator/Interpreter*****VTB Capital, Moscow***Written translation for Equity and Fixed Income Research, both English to Russian and Russian to English. Interpretation at investor meetings. |
| June 2000 – December 2008 | **Translator/Interpreter*****Deutsche Bank, formerly United Financial Group, Moscow***Translated research documents in the fields of oil&gas, utilities, telecommunications, transportation and equities markets. Interpreted during investor meetings. |
| August 1999 – June 2000 | **Translator*****Vedomosti business newspaper of the Independent Media Publishing House, Moscow***Translated articles covering various business fields from the Financial Times and Wall Street Journal newspapers |
| May – November 1998 | **Translator/Interpreter*****Brunswick Warburg Corporate Finance, Moscow***Translated documents for the Corporate Finance Department, interpreted at various meetings |
| November 1996 - May 1998 | **Senior Translator/Interpreter*****Aton Investment Bank, Moscow***Translated research documents in the fields of oil&gas, utilities, etc. Also translated documents for Legal Department: legal contracts and correspondence. Interpreted for executives: business meetings, conference calls, negotiations, and business correspondence. Acted as general liaison translating all English language documentation for the company. |
| October 1994 - September 1996 | **Interpreter*****National Democratic Institute for International Affairs (NDI) - USA, Moscow office***Performed daily interpretation, both simultaneous and consecutive, for NDI experts with members of Russian political parties, civic organizations and local government officials. Provided assistance with translation during NDI sponsored seminars and meetings. Translated various political and legal documents for NDI seminars. |
| May - October 1994  | **Interpreter, Public Relations*****International Computers Limited (ICL) - Great*** ***Britain, Moscow representation***Interpreter at business negotiations. Translated: contracts, product manuals, and letters. |
| August 1991 -May 1994 | **Assistant Director, Russian Department*****Atlanta Management Institute of the American Management Institutes, Atlanta, GA, USA***Managed the Russian Department of the Institute, providing management training for representatives of the top level management and government officials of various countries, including the former USSR. Responsible for: 1. Translation of course materials for seminars in management, budgeting and planning. 2. Final review of literature and marketing/promotional brochures for Russian language programs. 4. Management of scheduled programs, including assignment of schedules and time sheets to all subordinate staff. 5. Office management. |
| August 1989 -May 1991 | **Senior Interpreter*****Soviet Peace Committee, Moscow, USSR***Managed the Department of Foreign Relations. Distributed assignments between a staff of 12 interpreters; handled budgets and monitored conference support during major political events. |
| ***EDUCATION*** |  |
| 1982 - 1990 | ***Moscow State Teachers’ Training University, Moscow, USSR*****Master's degree in Education/Linguistics**Major – English |
| ***References available upon request*** |