**VIKTORIA V. PARAMONOVA**

**Language pairs and relevant fields of expertise**

English —> Russian: machinery and rotary equipment (design, engineering, installation. Commissioning, operation, maintenance and repair), technical, manufacturing and engineering processes, electrical engineering, energy generation, heat power engineering, instrumentation, industrial safety, chemistry, MSDS, HAZOP, design documents, authorizations and approvals (standards, codes, regulations), legal (general), oil and gas (process equipment and machinery)

Rates: $ 0.06 per word

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**Education and training:**

*2001-2006*: Tula State University, specialty in linguistics and translation/interpreting (English and French).

*2003-2006*: Tula State University, specialty in teaching English/French as a foreign language.

*2010-2012*: Cervantes Institute in Moscow, DELE B2 (Spanish, intermediate level).

*2009-2012*: Trainings in economic and legal translation, technical translation, business translation.

*2019*-*2020*: Online courses at Eduson platform (Changes Management (by I.C. Adizes), Introduction into Finances for Managers, Cybersecurity and others)

*2016 till present*: Tula State University, MA course in Foreign Economic Activities

**Relevant experience:**

***2014 till present***

Novomoskovsk Joint Stock Company Azot (MCC Eurohem)

*Position:*

Senior specialist (maintenance and repair administration)

*Job description:*

* Translation of business, technical, shipment documents, operation and maintenance manuals, specifications, data sheets, MSDSs, design and engineering documents, contracts and contractual documents, routine duties documentation, incident reports etc;
* Interpreting negotiations, technical meetings, kick-off meetings, briefings, preparation and/or translation of relevant minutes of meetings;
* Interpreting during overhauls, planned maintenance, installation and commissioning work, on-site supervision;

***2004 – till present:***

Freelance translator (self-employed).

***2007 – 2014 :***

Tula Chamber of Commerce and Industry

*Position*:

Translator, interpreter

*Job description:*

* Translation for the members of Tula CCI in the field of machinery and rotary equipment (design, engineering, installation. Commissioning, operation, maintenance and repair), technical, manufacturing and engineering processes, electrical engineering, energy generation, heat power engineering, instrumentation, industrial safety, chemistry, MSDS, HAZOP, design documents, authorizations and approvals (standards, codes, regulations), oil and gas (process equipment and machinery), legal (general), shipping documents etc.*;*
* Interpreting during overhauls, planned maintenance, installation and commissioning work, on-site supervision;
* Interpreting negotiations, technical meetings, kick-off meetings, briefings, conference calls etc.;
* Proof-reading and editing;
* Translation project management, recruiting translators for various projects, co-ordination of work etc.;

***2006  – 2008 :***

Tula State University

*Position:*

Assistance lecturer

*Job description*:

* Practical training courses in translation, grammar and vocabulary;

*Software:*

* ОС Windows XP/Vista/7/8
* MS Word, MS Excel, MS Power Point
* SDL Trados Studio 2009/2011/2019
* Smartcat
* Memsource
* AutoCad (basic knowledge)
* Corel Draw (basic knowledge)
* Adobe Acrobat Professional (basic knowledge)