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Golden, Colorado, USA

#### WORK EXPERIENCE

# **Translator** ИП Катафракт

01/2020 - 11/2020 Translation

Nur-Sultan, Kazakhstan

Achievements/Tasks

- Translation of official documents, user manuals, audio, video, photo files from English to Russian and vice-versa.
- Translation correctness check
- Convertation of the translation in audio

Contact: Founder - Dovakin1323@mail.ru

### **General Client Relations Manager** EventUs Co.

08/2020 - Present Nur-Sultan, Kazakhstan

Event-Management

Achievements/Tasks

- - Making partnerships with event-management companies via email, life-calls, and video meetings
- Translation of the website content from English to Russian and vice-versa
- Content writing in English and Russian
- Working with databases

Contact: Co-founder - startup.diana@gmail.com

# **EDUCATION**

### **High School Diploma**

### Nazarbayev Intellectual School of Physics and **Mathematics**

09/2014 - 06/2020

Nur-Sultan, Kazakhstan, GPA: 4.7/5

Courses taught in English

- Physics - Mathematics
- Chemistry - Global Perspectives and Project Work

# **Bachelor** in Engineering Colorado School of Mines

08/2020 - Present

Golden, Colorado, USA

Courses

- Petroleum Engineering - Chemical Engineering

- Mechanical Engineering

#### **SKILLS**

Working with Database

Translation of the texts on certain specialized topics

# **LANGUAGES**

English

Russian

Full Professional Proficiency Native or Bilingual Proficiency

Kazakh

Professional Working Proficiency

#### INTERESTS

Football History **Politics** 

Engineering

Music

Work