Maria Maksutova

Translator, Interpreter and Localiser

English, Spanish — Russian

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Professional Experience

2010 – up to now:

freelance translator and localiser in combinations English-Russian and Spanish-Russian for agencies, businesses, and individuals; Russian reviewer and proofreader

Fields of specialization

tourism and hospitality: websites, catalogues, hotel descriptions, tourist information, etc. for world-wide hotel chains, booking systems, holiday rental companies, car hire companies, and websites — over 700,000 words translated in the field;

clothes and fashion: seasonal catalogues, promotional videos, look books for some of the major Spanish fashion brands;

marketing: brochures, catalogues, special offers, commercial videos, and internet advertisements for hotels, airlines, restaurants, and manufacturers of a variety of products;

food and cooking marketing texts, restaurant menus, journal articles, recipes, and product labels;

technical texts: catalogues, technical specifications, product descriptions, and marketing texts for several Spanish lifts, electric equipment, refrigerators, and car parts producers;

education: teaching materials for mobile apps and websites for online English and Spanish learning;

construction (documentation for construction and renovation works, project development, construction and supervision agreements, property descriptions).

Other services

linguistic testing: testing and QA of the Russian version of several mobile applications;

liaison interpreting: bilateral interpreting during sightseeing visits to historical monuments and vineyards, and for social services institutions.

2012 – 2013:

Spanish/English—Russian translator for a Russian-speaking radio station in Spain (Radio Rusa, rusradio.es). Translation of business correspondence, advertising materials (radio commercials, programme scripts, slogans, etc.), programme listings, editorial highlights, documents (advertising contracts, production orders, etc.), and proofreading texts in Russian

2010 – 2011 and 2012 – 2013:

Intern translator at Business Science Department of Pablo de Olavide University (Seville, Spain); translation of academic documents and informational materials for foreign students

Academic and Linguistic Training

2018: Course in Telephone Interpreting by Voze (Spain)

2018: Course in Legal Translation by LinguaContact (Russia)

2015: Course in Terminology Acquisition and Management by AulaSIC (Spain)

2011: Course in Web Design and Multimedia by Afoban (Spain)

2010 – 2012: Master's Degree in International Communication, Translation and Interpreting (English and Spanish) by Pablo de Olavide University (Spain)

2005 – 2010: Specialist's Degree in Foreign Philology (English) with Honours by Mordovia State University (Russia)

2008: Certificate of Proficiency in English by Cambridge University (United Kingdom)

General computer and CAT programme knowledge

- SDL Trados Studio 2015, Poedit, Virtaal, OmegaT, active user of on-line dictionaries and glossaries
- Microsoft Office, OpenOffice