**Marina Spiridonova**

**Purpose: applying for the position of translator (German)**

**Salary:** 0,03 EUR/0,04 USD per word

**E-Mail:** [marina.spiridonova2012@mail.ru](mailto:marina.spiridonova2012@mail.ru)

**Telephone:** +7 903 318 38 15

**Skype:** marina.dolmetscherin

**Date of birth:** 18.08.1978

**Education:**

2001 Kazan State Pedagogical University, Foreign Language Faculty, qualification of teacher of German and English, diploma with honors

**Experience:**

***2002 – 2011* KAMAZ-Metallurgiya OJSC**

***January – June 2012* Metallurgical Complex OJSC KAMAZ**

**Position:** translator (German)

***Responsibilities:***

* translation of business correspondence;
* paperwork: technical, financial, and legal documents;
* consecutive interpreting for negotiations;
* translation for installation supervision.

***July 2012 – present***

**Position:** translator (German), freelancer, registered as an individual entrepreneur.

***Responsibilities:***

* translation of building, technical, and general texts from/to German;
* adaptation of texts;
* experienced user of special software (Trados, memoQ, MS Word, Excel, Adobe Reader, ABBYY LINGVO, Thunderbird).

**Additional Information:**

• Citizenship: Russia

• Languages: Russian, German – advanced (oral and written literacy)

• Advanced PC user

**Core Skills**

• Fluent in German (general and business)

• Translation (German)

• Consecutive interpreting and written material interpreting (from/to German).