

Curriculum Vitae

ALEKSEY TROTS

Date of birth: **June 2, 1982**
Age: **29 years old**
Marital status: **single**
Current citizenship: **Ukraine**

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OBJECTIVE: Seek the challenging position of translator/interpreter.

SUMMARY: Gifted translator with 6-year experience in translating/proofreading documents, texts and other materials from English/Arabic into Russian/Ukrainian and vice versa following established rules pertaining to factors such as word meanings, sentence structure, grammar and punctuation.

Summary of qualifications

- Russian/Ukrainian native speaker, high level of proficiency in English and excellent written Arabic.
- Great command of idiomatic English, Arabic, Russian and Ukrainian language and grammar.
- 6 years in translation/proofreading of technical documentation, user guides, marketing brochures, contracts and other legal documents, software applications, software and hardware-related documents from English/Arabic into Russian/Ukrainian and vice versa in the following areas of expertise: automotive, machinery, civil, mechanical and electrical engineering, fire protection, HVAC, oil and gas engineering, software and hardware engineering, telecommunications, IT and pharmacology.
- Excellent word-processing and computer skills: experienced user of Internet and MS Office 2003/Enterprise 2007/Professional Plus 2010 (MS Word, MS Excel, MS Power Point, MS Visio, MS Outlook), Adobe Acrobat X Pro and Computer Assisted Translation Software: SDL Trados 7 Freelance/SDL Trados Suite 2007 Pro/SDL Trados Studio 2009, SDLX 2007, Wordfast Pro 6.0, Transit XV Professional, Deja Vu X 7.5.316.
- Uncommon ability to work independently to solve problems while demonstrating good organizational skills.
- Excellent interpersonal skills and ability to work in a team environment.
- Great attention to detail with excellent work ethic.
- Unmatchable willingness and skills in research activities.
- Highly motivated and results oriented with the ability to plan ahead.
- Ability to work in regime of shifting deadlines and under the stress.

Education and professional training

Educational period: September 2004 – January 2004
Educational Institution: Training courses for interpreters and written text translators in TRIS Translation Center (Kyiv, Ukraine)

Educational period: September 1999 – June 2004
Educational Institution: Taurida Humanitarian-Ecological Institute (Simferopol, Autonomous Republic of Crimea, Ukraine)

Credentials: Specialist Degree in Oriental Studies,
Researcher-translator of Arabic and English language

Professional background

July 2009 – Present date

Place of work: Cooperation with several translation agencies located in Ukraine, Europe and Worldwide, among which: Antario-M Translation Agency (Kyiv, Ukraine), TransLink Translation Agency (Mykolayiv, Ukraine), InText Translation Agency (Dnepropetrovsk, Ukraine), Planeta Service Translation Agency (Sevastopol, Ukraine), Euro-Lingo Translation Agency (Czestochowa, Poland), 123 Translate Me Translation Agency (Varna, Bulgaria), Ando Translations Agency (Czech Republic, Brno), Mitra Translation Agency (Varna, Bulgaria), «Andovar Translation & Localization» Company (Bangkok, Buenos Aires and Singapore), All-biz.info-Ukraine, LLC (Kyiv, Ukraine), Dr. Weigandt Software und Systeme GmbH (Aachen, Germany).

Position: Freelance translator/interpreter from/into English, Arabic, Russian, Ukrainian

Position summary: Responsible for the accurate and on time translation/proofreading of the projects in automotive, electrical engineering, telecommunications and pharmacology areas of expertise and many others. The list mentioned below includes, but is not limited to the following projects:

- Service, troubleshooting and operator's manuals for Allison Transmission Inc. international models 1000 and 2000 product families' transmissions, 1000/2000 product families' transmissions, 3000/4000 product families' 4-th generation controls, international models 3000 and 4000 product families' 4-th generation controls with Prognostics (English-Russian proofreading ~ 65,500 words);
- User guides, operating and installation instructions, service and troubleshooting manuals for distillation process, cloud point, CFPP process, flash point process, freezing point process, pour point, vapor pressure process, viscosity process and NIR process analyzers and analyzing systems, HVAC/Cooling systems produced by Bartec GmbH (English-Russian translation ~ 70,000 words);
- User guides, operating and installation instructions, service and troubleshooting manuals for standard blowers, process gas blowers, high-pressure blowers, vacuum pumps, single- and multi-stage compressor units, process gas compressors, oil-injected and oil-free screw compressors produced by Aerzener Maschinenfabrik GmbH (English-Russian translation ~ 45,000 words);
- Dresser Waukesha 12V/16V275GL Engine System Manager Operation & Maintenance Manuals (English-Russian translation ~ 45,000 words);
- User's manuals for Motorola D4, D411, D412, D413 and D414 digital cordless telephones with digital answering machines (English-Ukrainian translation ~ 37,000 words);
- Marketing plans, documentation and materials on SWOT and comparative analyses of medications (Bonviva, Tamiflu, Pegasys etc.) and In vitro diagnostics (IVD) tests for Roche Ukraine LLC (Translation from English into Russian/Ukrainian and vice versa ~ 100,000 words);
- Translation of content ~ 100,000 words from English/Russian/Ukrainian into Arabic, entering of content and creation of corporate directories (data on enterprises' activity in Saudi Arabia) for Business Web Portal: www.all-biz.info;
- Operation and maintenance manuals - Universal II Series Positive Displacement Pumps Waukesha Cherry-Burrell an SPX Brand (English-Russian translation ~ 25,000 words);
- Construction Safety Instructions, Guideline for works close or under electric transmission lines and Technological chart for assembling of cable constructions on objects of «Kropotkin» Oil Pump Station (Russian-English translation ~ 30,000 words);
- Huawei MSTP + (OSN Series) and Huawei Radio Transmission Solution Technical Proposal (English-Ukrainian translation - 4117 + 4848 words);
- Quidway AR 29-01 Router System Description-V2.1 + Quidway AR 4945 Router System Description-V2.1 (English-Ukrainian translation - 5492 + 7605 words);

- Standard Operation Procedure (SOP) and Merchandise Financial Planning (MFP) for TVOE Company's assortment planning in Oracle RPAS (English-Russian translation ~ 37,500 words);
- Papillon Hotels Resort & SPA Web-site www.papillon.com.tr content ~ 20,000 words translation from English into Russian;
- GP2013 (Rituximab) 100 mg (10 mg/mL) and 500 mg (50 mg/mL) concentrate for solution for infusion Investigator's Brochure – Edition 3 (English-Russian translation ~ 26,000 words).

December 2006 – December 2007

Place of work: "TRIS" Translation Center (Kyiv, Ukraine), Website: www.tris.com.ua

Position: In-house translator from/into English, Arabic, Russian, Ukrainian

Position summary: As one of the members of the technical translation team I was responsible for the accurate and on time translation/proofreading of the projects in automotive, oil & gas engineering, electrical and mechanical engineering, telecommunications, electronics and pharmacology areas of expertise and many others. The list mentioned below includes, but is not limited to the following projects:

- Documents and materials relating to the cases for the Office of Prosecutor General of Ukraine and the Security Service of Ukraine; The Laws of Ukraine, Decrees, Decisions and Orders of the President of Ukraine and Verkhovna Rada (Supreme Council) of Ukraine for State Tax Administration of Ukraine;
- Technical and official documents and contracts for "Aerosvit" Aviation Company and Ukraine International Airlines;
- User guides, operating and installation instructions, service and troubleshooting manuals, operator's manuals for drilling tools (PowerDrive rotary steerable systems, drilling mud motors, Neyrfor turbodrills, slider automated surface rotation control system) produced by Schlumberger Ltd;
- User guides, operating and installation instructions, service and troubleshooting manuals for air heat exchangers, welded heat exchangers, ballast water treatment systems, brazed heat exchangers, condensers, electrical heat exchangers, deodorizers, evaporators, filters and strainers, pumps, tap water systems etc. produced by Alfa Laval Group;
- User's manuals for Olympus digital cameras, digital voice recorders, gastrointestinal endoscopes, surgical endoscopes, endoscopic USS, video-endoscope systems; User's manuals for Samsung mobile phones and smart phones, MP3 players, digital cameras, video cameras, laser and ink-jet printers, air conditioners and microwave ovens;
- Operation and maintenance manuals for Nissan X-Trail, Nissan Note, Nissan Primera, Nissan Teana and Nissan Tiida;
- Marketing plans, SWOT analyses, comparative analyses of medications and In vitro diagnostics (IVD) tests for Solvay Pharma Ukraine and CJSC "Pharmaceutical firm "Darnitsa".

June - November 2006

Place of work: Cooperation with several translation agencies located in Ukraine, Eastern and Western Europe, among which: ASV Translation Agency (Kyiv, Ukraine), TRIS Translation Center (Kyiv, Ukraine), April Translation Agency (Kyiv, Ukraine), AHT Consulting Group (Kyiv, Ukraine), Gulfstream Translation Agency (Kyiv, Ukraine), Argos Translations (Krakow, Poland), T.T.C France EURL (Paris, France), Accents Ireland Limited (Dublin, Ireland), Servizi Estero SNC (Milan, Italy) Atlantis Translation Center (St.-Petersburg, Russian Federation).

Position: Freelance translator from/into English, Arabic, Russian, Ukrainian

Position summary: Responsible for the accurate and on time translation/proofreading of the projects mostly in automotive, electrical and mechanical engineering, telecommunications, electronics, software and hardware engineering, law & legal and pharmacology areas of expertise.

January - June 2006

Place of work: "April" Translation Agency (Kyiv, Ukraine), Website: www.april.com.ua

Position: In-house translator/proofreader from/into English, Arabic, Russian, Ukrainian

Position summary: Responsible for the accurate and on time translation/proofreading of various documents, texts, materials, technical documentation and user guides, marketing and advertising brochures, contracts and agreements, articles of association, powers of attorney, domestic passports, foreign passports, certificates of civil statutes (birth certificates, certificates of death, bills of divorce etc.) and other legal documents and business correspondence.

January 2005 – January 2006

Place of work: CJSC "Ukrainian Helicopters" Aviation Company (Kyiv, Ukraine), Website: www.ukrcopter.com

Position: Foreign economic activity manager of Commercial Department

Position summary:

- Written translation into English language of the Company Operations Manual, Flight Operations Manual, Maintenance Organization Exposition, Quality Assurance Guideline and some others as required;
- Communication with aviation companies, air charter brokers regarding lease agreements for helicopters operations;
- Preparation and support of the contracts with aviation companies, UN agencies, governmental organizations and NGOs;
- Preparation of the documents for submission to UN for new vendor registration;
- Preparation and submission of UN bid documentation;
- Financial settlements with the Customers;
- Support of field operations;
- Preparations of the aircraft to be in compliance with contract requirements.

Services

Translation, Proofreading

Specialization:

Aviation

Main types of documents I translate:

- Flight Operations Manuals;
- Maintenance Organization Expositions;
- Quality Assurance Guidelines;
- Aircraft Lease Agreements;
- Tender documentation.

Automotive

Main types of documents I translate:

- Operating instructions, servicing instructions, assembly manuals, labor regulations;
- Marketing materials (press-releases, brochures, promotional items, presentations, sites, etc.);
- Recurring updates, service bulletins;
- Training material and presentations;
- Technological documentation for auto assembly operations, standards and specifications, test reports, HSE documentation;
- Requirements imposed on dealerships and service agents, quality control documentation;

- Contract and finance documentation.

IT & Telecommunications

Main types of documents I translate:

- Hardware support documents;
- Network devices documentation;
- Documents on the equipping of backbone and wireless networks;
- Fiber-optic access technology related documents;
- FTTB technology related documentation;
- Contract documents;
- Marketing materials (presentations, advertising copy);
- User manuals;
- Instructions on the use of telecommunications devices;
- CRM systems manuals;
- Documents on IT implementation systems.

Medicine & Pharmacology

Main types of documents I translate:

- Medical documentation (patient information and history records, hospital discharge summaries, results of medical examinations, surgery descriptions, medical certificates, etc.);
- Clinical Trials of pharmaceutical products;
- Pharmaceutical documentation (drug dossiers, package leaflets, patient & physician information, drug storage & accountability documentation, product labels, documentation on pharmaceutical products quality assurance);
- Documentation for medical equipment and instrumentation (specifications, instructions for use, user manuals, descriptions, advertising materials, catalogues, presentations);
- Medical literature (medical periodicals, articles, conference papers, reviews, reference books, guidelines, educational aids for health care professionals and medical students);

Working language pairs & rates:

Translation	Unit	Rate	Currency
English > Russian	Word	0,06	USD
English > Ukrainian	Word	0,06	USD
Arabic > Russian	Word	0,12	USD
Arabic > Ukrainian	Word	0,12	USD

Proofreading	Unit	Rate	Currency
English > Russian	Hour	20	USD
English > Ukrainian	Hour	20	USD
Arabic > Russian	Hour	35	USD
Arabic > Ukrainian	Hour	35	USD

** Above mentioned rates are negotiable*

Hardware:

ASUS Laptop F8 Series, Intel Core 2 Duo, T7500, 2,20 GHz, 2 GB RAM
 HP Photosmart D5063 Printer
 Canon Canoscan Lide 25 Scanner
 ADSL 2 Internet Connection

References: A list of personal and professional characteristics will be provided upon request.