

Akai Omurbek uulu

Experience

Skills

Freelance/Translator Jun 2021 - present
LLC Translation Agency Tilmech Abdrakhmanova 146-10

- Document translation including: project papers, books, reports etc.
- On-demand interpretation services

Intern at the Investment Policy Department Mar 2021 - May 2021
Ministry of Economy and Finance of the KR Chui av. 106

- Worked on redrafting and translating bilateral investment agreement drafts including with Singapore and Japan
- Translated and interpreted from/to English per demand
- Handled written and e-mail correspondence

Editor's Assistant Oct 2020 - Nov 2020
Central Asian Bureau of Analytical Research Kievskaya str. 114/2

- Wrote monthly reports on sociopolitical situation in CA
- Translated and transcribed per demand

Library assistant Nov 2019 - Jul 2020
OSCE Academy in Bishkek Botanicheskii per. 1A

- Updated and worked with archival database
- Registry and other responsibilities

Assistant/Specialist Nov 2018 - Jul 2020
LLC Business Service Bishkek Kievskaya 77

- Worked with potential clients
- Maintained office equipment
- Helped with state registration (company profile)

Translator Jun 2016 - Aug 2016
GMC Translation Service Abdrahmanova 137

- Document translation (Kyrgyz <-> Russian <-> English)

Research assistant
Dr.Andrea Zinzani, Ph.D

Aug 2015 - Sep 2015
Talas and Zhambyl
(Kazakhstan)

- Interpretation during meetings
- Making interview appointments
- Desk research and other responsibilities

Education

Certificates

Skills

Languages

- Kyrgyz
- Russian
- English
- Turkish

Computer literacy

- Computer programs:
 - Office tools: LibreOffice Suite, MicrosoftOffice Suite, Google Worksuite