

Europass Curriculum Vitae



Personal information

Surname(s) / First name(s) **Akhmetova Inessa**

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Nationality Russian

Date of birth 12.03.1966

Gender Female

Desired employment / Occupational field

Translator, proofreader

Work experience

Dates	From September 1990 to present time
Occupation or position held	Freelance translator/interpreter
Main activities and responsibilities	Translation and interpretation
Name and address of employer	Translating agencies and Direct Clients all over the world
Type of business or sector	Translation service
Dates	From June 2007 to November 2009
Occupation or position held	Russian relation manager, sales manager translator
Main activities and responsibilities	Promotion, arranging VIP tours in Turkey, language support, translation
Name and address of employer	Cristalysia Turkey VIP travel company, Palladium Alisvers Markesi ve Residence Halk Caddesi Mahallesi, #6, Kosyatagi, Istambul 34746
Type of business or sector	Tourism
Dates	From October 1998 to October 2006
Occupation or position held	Translator, overseas sales manager

Name and address of employer	Translation and interpretation , import/export sales, marketing studies JSC Tulamashzavod, Foreign Activity department, 2, Mosin Str., 300002, Tula, Russia
Type of business or sector	Manufacturing production
Dates	From September 1992 to August 1998
Occupation or position held	Lecturer of English and German
Main activities and responsibilities	Teaching of English/German, TOEFL instructor, research activity
Name and address of employer	North -East State University (former Magadan department of Khabarovsk State Technical University), 13, Portovaya Str, Magadan, 685000 , Russia
Type of business or sector	Higher Education and research
Education and training	
Dates	From September 1984 to July 1990
Title of qualification awarded	Teacher of English and German, Translator
Principal subjects/occupational skills covered	General: English, German (foreign) languages, Latin, Russian language, History of English/German, Theory of English/German, English and German literature, country-specific study, etc. Occupational: Pedagogic and psychology, physiology, training techniques, theory and practice of translation , translation techniques, information technology and computer science, linguistics, stylistics, literary /technical/scientific translation, etc.
Level in national or international classification	5
Name and type of organization providing education and training	Tula State pedagogical University (former Tula State Pedagogical Institute), 125, Lenin prospect, Tula, 300026, Russia
Dates	From September 1985 to July 1988
Title of qualification awarded	Medical nurse
Principal subjects/occupational skills covered	General: Anatomy, Physiology, Psychology, Latin, general therapy, surgery, pediatrics Occupational Practical skills of medical care,
Name and type of organization providing education and training	Tula State pedagogical University (former Tula State Pedagogical Institute), 125, Lenin prospect, Tula, 300026, Russia
Level in national or international classification	4
Mother tongue(s)	Russian
Other language(s)	English
Self-assessment	
European level (*)	
English	
Social skills and competences	Good ability to adapt to multicultural environment, gained through work experience in Foreign activity department of JSC Tulamashzavod, working at trade shows and production facilities of partners abroad, traveling a lot and communicating different people with different culture background and culture Good communication skill gained through my experience as sales manager , Russian relation manager and freelance translator

(*) Common European Framework of Reference for Languages

Organizational skills and competences	<p>Leadership (responsible for group of 10-15 students during practical lessons and lectures in University, training of TOEFL, mentoring)</p> <p>Good experience in project management gained through my experience as freelance translator</p>
Computer skills and competences	<p>Good command of Microsoft Office tools (Word, Excell, Power point)</p> <p>Good command of CAT tools (Trados, Transit Satellite, DejaVu, Idiom Workbench)</p> <p>Good knowledge of graphic design application (Photoshop, Color Draw)</p> <p>Good knowledge of Internet</p>
Artistic skills and competences	Music (playing piano)
Other skills and competences	Diving
Driving license	Category B