PERSONAL INFORMATION

First name/surname: Irene Chameyeva
Address: Komsomolskaya str. 22/33, Novocheboksarsk, Russia
Telephone (Mobile): +7 (8352) 8 917 650 40 17
E-mail: Irene.chameyeva@gmail.com

AREAS OF EXPERTISE

Translating,
Interpreting A multi-skilled, reliable & talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner who can absorb new ideas & can communicate clearly & effectively with people from all social & professional backgrounds. Well mannered, articulate & fully aware of diversity & multicultural issues. Flexible in the ability to adapt to challenges when they arise & at the same time remaining aware of professional roles & boundaries.
Would like to work as a translator or an interpreter for a successful and ambitious company that offers great opportunities for career development and progression

WORK EXPERIENCE

September 2010 – Present
Working freelance for translation agencies providing a translation and interpretation service to clients where needed. Involved converting documents and articles from one language into another and ensuring that the finished converted articles relay the intended message as clearly as possible.

Duties:

- Translation of documents/letters from English to Rusiia & vice versa.
- Reviewing and proofreading mother-tongue text.
- Conducting face-to-face interpreting
- Telephone interpreting
- Excellent English speaking and writing skills.

2005-2010
Name and address of employer Chetra – Industrial Machineries, JSC, Cheboksary, Russia
Position Export sales regional manager
Duties: Conducting negotiations and communication with foreign companies, making commercial offers, preparation of documents for participation in international tenders, preparation of banking, commercial and shipping documents, documentation for customs clearance, executive control of sales contracts, work with banks and carriers.

2003-2005
Name and address Foreign Trade Company "Textilmach", Cheboksary, Russia

of employer	
Position	Export sales manager
Duties:	Conducting negotiations and communication with foreign companies, making commercial offers, preparation of documents for participation in international tenders, preparation of banking, commercial and shipping documents, documentation for customs clearance, preparation of draft contracts and executive control of sales contracts, work with banks and carriers, monthly and weekly reports on sales, market research.

1999-2003

Name and address of employer	Foreign Trade Company "Textilmach", Cheboksary, Russia
Position	Senior translator
Duties:	Translation of international contracts, commercial offers, business letters, banking, commercial and shipping documents, legal, scientific and technical documentation, interpreting in negotiations, presentations and exhibitions, during start-up and commissioning of equipment, accompanying foreign delegations.

1998-1999

Name and address of employer	Textilmach, JSC
Position	General Director Assistant
Duties:	Receiving and distribution of tel. calls, arrangement of working days and business trips of the General Director.

1992-1998

Name and address of employer	Secondary school No 13, Novocheboksarsk
Position	English teacher

EDUCATION AND TRAINING

1986 -1991	Pedagogical University in Cheboksary, Faculty of foreign languages (English and German)
2005	Currency Regulation and Currency Control in the Russian Federation, training courses in Russian Academy of State Service at the President of the RF.

KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak English, German - good.
- Excellent communication and social skills.
- Able to work to tight deadlines.
- Highly skilled in Microsoft Word, Microsoft Excel, Microsoft Office Pro, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, AutoCAD, DejaVu, Dreamweaver, Frontpage, Indesign, , Infix, Visio, Powerpoint
- Willing to travel and able to work under pressure.
- Able to prioritise work