

SELEZNEVA OLGA

RUSSIAN < > ENGLISH LEGAL AND TECHNICAL TRANSLATOR

Tel. +7 915 284-86-49, e-mail olsele973@gmail.com, skype ovselez

- 20+ years in legal and technical translation
- 10+ million translated words
- 10+ years in gas (LNG) industry
- 2.5 years as a translation coordinator
- CAT tools: SDL Trados (2011 and 2019), SDL Passolo, MemoQ, Memsource, SmartCAT
- A strong interest in the IT and cutting-edge technologies
- Experience in localization
- Strong analytical, writing and editorial skills
- The ability to prioritize and work towards deadlines

FIELDS OF EXPERTISE

- Law, finance and business: general, contracts, normative and regulatory documents, project management, bids and tenders, financial statements, court proceedings, logistics, insurance, business correspondence, presentations, etc.
- IT: general, manuals, over 2 year in localization
- Technical: liquefied natural gas (LNG) production, storage and shipment; gas pipelines; gas carriers; onshore gas infrastructure; civil and industrial construction; chemicals (furniture, photo, perfumery); energy, environment, etc.

PROFESSIONAL MILESTONES

VINCI CONSTRUCTION GRANDS PROJETS – YAMAL LNG PROJECT (2014-2020)

VINCI Construction Grands Projets built 4 LNG Tanks as an EPC contractor for the "Integrated Development of the South-Tambey Gas-Condensate Field" Project (operated by Yamal LNG).

- Written translation in all disciplines relating to the LNG Tanks construction
- Managing the entire translation life-cycle for the Moscow office
- Supervision of all outsourced projects
- Translation quality assurance, including editing and proofreading
- Maintaining the TM database and project glossary

SHTOKMAN DEVELOPMENT AG – SHTOKMAN PROJECT (2008-2014)

Shtokman Development AG, a Russian-French-Norwegian joint venture, dealt with financing and design of the “Integrated Development of the Shtokman gas-condensate field. Phase 1” project and operation of the Shtokman gas-condensate field.

- Written translation (tendering process and onshore gas-and-condensate facilities)
- Editing and proofreading, maintaining the TM database and glossary, interpreting

MTL-TECHNOLOGY (2003-2008)

MTL-Technology is the leading Russian distributor of adhesives and components for the furniture industry.

- Written translation, editing and proofreading, interpreting

MITSUI AND CO. LTD (1998-2007)

Mitsui & Co., Ltd. is one of the largest general trading companies in Japan specializing in energy, machinery, chemicals, food, textile, logistics, finance, and more.

- The feasibility study for the “Blue Stream” project (a gas pipeline between Russia and Turkey)
- Written translation (general correspondence, project documentation, metallurgy, oil-and-gas industry, IT, environmental protection, energy, law and finance)

VELES LEX, PETROALLIANCE, CITIVISION (2001-2005)

The companies dealt with legal support, oil-and-gas and street advertising correspondingly.

- Written translation (legal, financial, normative and technical documentation)

REGION-INFORM (2000-2001)

Region-Inform specialized in publishing, advertising, marketing and other services targeted at the Russian regions.

- Translation and online publication of the daily line of economic news from the Russian regions
- Written translation (marketing, PR, economics, law, general industry, etc.)

FUJIFILM-RO (1998-1999)

Fujifilm-RO was the official representative of Fujifilm (Japan) in Russia selling and distributing photographic cameras, chemicals and materials and medical imagery machinery and materials.

- Written translation (photo equipment, special chemistry and legal documents)

F.HOFFMANN-LA ROCHE, LTD (1995-1998)

F. Hoffmann-La Roche AG is a Swiss multinational health-care company working in pharmaceuticals, diagnostics, etc. I was employed in Givaudan-Roure, the company's specialized division dealing with cosmetics and perfumery.

- Written translation (chemistry and perfumery, contracts, certificates, etc.)

EDUCATION

MOSCOW PEDAGOGICAL UNIVERSITY

- Faculty of Linguistics, 1990–1995