**Andrew ANISIMOV**

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***Objective:*** obtaining translation jobs corresponding to my skills

***Personal info***

Date of birth: January 16, 1985, Place of birth: Ukraine, Mariupol (33 y.o.)

Languages: English (advanced), Russian and Ukrainian (both native)

Citizenship: Ukraine

***Work experience***

2013 –

Now

Freelance translator, full time  
According to CAT Tools statistics translated over 4 000 000 words.  
Translated projects in Economics/Banking/Finances/Taxation and Legal: Accounting and project management web-services, Logistics documents, Banking statements and other banking document, Charters of Association, Corporate Documents, Guidelines and Handbooks, Tax Documents, Agreements and Contracts, Court Judgments, EULAs, ToS and PP.  
Translated projects in Military: US National Guard booklets, other marketing materials for manufacturers around the world.  
Translated projects in Marketing: hotel’s booklets & websites, staff and customer surveys  
Other translated documents: Birth Certificates, Passports & IDs, University Diplomas and Transcripts of Grades

April 2008 –

August 2011 Coordinator of Translation Partnership   
Responsibilities: control of all issues related with foreign partners, market researches, price and demand evaluation, assistance and consulting regarding taxation, visas, customs issues (assistance with exporting services), project management (i.e. translation/interpretation, software and web-sites building projects), legal documents preparation and analysis, financial statements translation advisory.  
Registered NGO Donetsk Region Translators’ Association

March 2007 –

March 2008 International Dept. Director at “Group of Companies “Kancler” Ltd. (Wholesaler: office products, stationery, paper, office cleaning supplies, publishing services, business gifts).   
Responsibilities: Searching for international partners, international business correspondence, preparing negotiations, contracts, translation and interpretation project management, preparing exhibition visits.  
Achievements: Establishing international department, conducted correspondence with over hundred partners, draw out discounts of key partners, prepared successful negotiations with key partners those include their visit to Ukraine and to the company and excludes their visit to competitors.

2005-2006 AIESEC, Donetsk (International Students’ Organization)  
Working within Business Project, Attending various conferences.

***Education***

2011 – 2013 Academy of Vistula, Warsaw, Poland  
Master in International Economic Relations

2002 – 2007 Donetsk State Institute of Artificial Intelligence (now merged with Donetsk National Technical University), Donetsk, Ukraine  
Specialist in International Economy  
Courses: Economics and International Business, Business Communication, Business English, Accounting and International Accounting, Finance, Statistics, Law. Term papers and theses: Ukrainian banking system, trade finances and settlement systems; Ukraine and WTO cooperation studies.

***Skills***

Advanced English (TOEIC L&R 860/990, Jan 14, 2013).

Advanced PC user (CAT Tools: MemoQ, Trados, Cafetran Espresso, Fluency Now; Software: OS Windows 95/98/ME/XP/Vista (Excellent), Microsoft Office Word 2003/2007/2010 (Excellent), Microsoft Office Excel 2003/2007/2010 (Excellent), Microsoft Office Power Point 2003/2007/2010 (Above Average), Microsoft Office Access (Above Average), Microsoft Office Outlook 2003/2007/2010 (Excellent), Understanding of databases (MS Access, Lotus Notes, 1C - accounting software popular in FSU, Internet Browsers (Internet Explorer, Mozilla Firefox, Google Chrome) (Excellent), Internet Solutions (Google, Yahoo, Windows Live), Adobe Acrobat, Popular Archivers (WinRAR, WinZIP))

Drivers license category B (car, up to 3.5 tons, less than 9 seats) issued on August 2011

***Awards***

Harding University (Arkansas) Certificate for successful completing the seminar “Virtue: The Importance of Personal Character in Business” (in English) in Donetsk (2003,2004, 2005, 2006, 2007).

Certificate, award for creative thinking during participation in Ukrainian student contest in field of Economy and International Business, 2007

***References***

Peter Detlef The Marketing Analysts, Head (Company specializes on localization services for US businesses, translation and interpretation services)  
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