

EDUCATION AND QUALIFICATIONS

University degree:

M.S. in Electro – Mechanical Engineering, 1987

Azerbaijan State Industrial University [AzI]

Major: Welding, Thermo - Mechanical Processing, Material Engineering

Minor: *Technical writing and translation (RUS<>ENG)*

- Professional Engineer
- Certified Tax Preparer.
- Member of American Translators Association

PROFESSIONAL PROFILE:

- ***Freelance translator since 1985; Project Manager/Quality Control since 1992***

1999 - Present

Freelance translator and editor/Independent contractor

Main Language Pair:

Russian <> English

Additional Language Pairs:

Hebrew >>English/Russian

Azeri > English/Russian

Ukrainian >>English/Russian

- ***SERVICES***

Translation/Editing/Proofreading

- ***SPECIALIZATION FIELDS***

- Science (medical, pharmaceutical, chemical, dental, bioengineering, healthcare)
- Technical (mechanics, machinery, automotive, commercial products)
- Engineering (thermo processes, electronics, computers, oil refinery, petroleum, electro-mechanical engineering, material engineering, welding)
- Legal (contracts, birth certificates, marriage licenses, divorce decrees, diplomas and transcripts)
- Financial, marketing, social sciences, arts, tourism, media, entertainment, fiction/non-fiction

- ***Quality Control/Project Coordinator (Office/Remote)/Billing/Customer Service***

2009 – Present

- Manage projects, including, but not limited to translation, subtitling, transcreation and interpreting.
- Manage and lead all assigned projects in an efficient manner to ensure client retention, satisfaction and repeat revenue growth.
- Co-ordinate, negotiate with and recruit linguists.
- Take responsibility for the quality of all work delivered.
- Answer customers over the phone, helping with setting up appointments (Five9 clients, Citrix)

- **Quality Control**
 - Prepare quotations in line with our client's and the company's expectations
 - Develop and prepare file packages and oversee file engineering tasks
 - Liaise with clients and build and maintain good professional relationships
 - Perform short translations, proofreading and QA tasks
- **Billing/Invoicing**
 - Responsible for generating weekly/monthly invoices to clients with credit terms.
 - Assisted in maintaining aging report and developing monthly aging report for accounts receivables.
 - Assisted in setting up accounts.
 - Enter data into computer invoicing system and file with customer information.
 - Send invoices to appropriate recipients to inform them of payments due received or covered
 - Assist customers in setting up automatic payment plans and paperless record keeping

COMPLETED TRANSLATION PROJECTS:

<p>EDUCATION</p> <ul style="list-style-type: none"> • Educational documents • MBA and Special Education Program • Tests and evaluations • Certifications • Diplomas • Retraining Programs • Reviews • Examinations • Blogs and reports <p>TECHNICAL TRANSLATION</p> <ul style="list-style-type: none"> • Technical Instruction Manuals • Specification Sheets • Standards • Proposals, Contracts, Agreements • Material Safety Data Sheets (MSDS) • Technical Research/Analysis Reports • Production & Operation Manuals • Testing Instructions/Requirements • Non-patent literature from patent search results <p>THERMODYNAMICS</p> <ul style="list-style-type: none"> • Conduction Heat Transfer • Introduction to Aerodynamics (Fluid Mechanics) • Incompressible Aerodynamics • Aerodynamics and Fluids Lab. • Thermal and Fluids Lab. • Mechanics of Materials <p>INTERMEDIATE MECHANICS OF MATERIALS</p> <ul style="list-style-type: none"> • Introduction to Aeronautics • Aircraft Performance • Aerodynamics • Theory of Turbo-machines • Convection Heat Transfer • Aircraft Propulsion • Flight Dynamics • Heat Exchanger 	<p>PATENT / LEGAL TRANSLATION</p> <ul style="list-style-type: none"> • Patent Publication/File History • Priority Certificates • Non-Disclosure Agreements • License Documents • Notices of Appeal, Reasons for Refusal • Expert Opinion Documents • Correspondence Letters • Written Arguments • Sworn Affidavits • Notices of Complaint • Foreign Discovery related Documents • Court Documents • Subsoil Use Law of Kazakhstan • Sale-Purchase Contracts (Real Estate) • Non-Compete Agreement. • Power of Attorney • Trial transcripts <p>MEDICAL:</p> <ul style="list-style-type: none"> • Important changes with regard to the pharmaceutical regulations -Azerbaijan • Medical History • Medical Diplomas and transcripts. • Medical research: radiation and methods of protection. • Medical verification documents for NBME • Pharmaceutical trials and related business correspondence. • Pharmacovigilance • EMA submissions • Clinical Trial legal content <p>General:</p> <ul style="list-style-type: none"> • Diplomas, Certificates and Licenses <p>SPECIAL SKILLS:</p> <ul style="list-style-type: none"> • Proficient in Microsoft Windows 10/11, MSOffice Applications, Apple/Mac IOS and Apple applications, QuickBooks, Photoshop, Tax Preparation Software, Internet.
---	--

References available open request