



# Maria Anikeeva

## Professional Summary

- Over 16 years in translation
- Including 12 years as a translation editor in a subsidiary of American ExxonMobil
- Five degrees in various spheres
- Ability to manage time constraints and finish translations on time
- A keen eye for detail

## Languages

- Russian (*native*)
- English (*proficient*)

## Services

- Translation
- Editing/proofreading

## Rates

- \$0.12/word (negotiable and depending on text urgency and complexity)
- Minimum charge - \$30

## Work History

### Research Team supervised by Vera Yakupova, PhD in Psychology - Copywriter, Translator

December 2022 - Current

The team conducts studies funded by Russian Science Foundation under project No. 22-18-00356 *On Maternal PTSD and Postpartum Depression as a Risk Factor for Child Emotional and Cognitive Development*.

- I prepare reviews of foreign studies related to the subject, in English and in Russian
- And translate the team's articles and studies into English or Russian, as necessary.

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- 📍 Kobuleti, Georgia

## Higher Education

2021 - 2023

**Synergy University, Moscow**  
Master's Degree  
in Organizational Psychology

2018 - 2020

**Volgograd Academy of The Humanities, Volgograd**  
Clinical and Perinatal Psychology

2011 - 2015

**Institute of International Economics and IT, Moscow**  
Public Affairs and Marketing

2010 - 2013

**Institute of Culture Studies, Moscow**  
Russian and Western Cultures Studies

2008 - 2011

**Yuzhno-Sakhalinsk Institute of Economics and Law, Yuzhno-Sakhalinsk**  
Civil Law

2001 - 2006

**Kemerovo State University, Kemerovo**  
Romance and Germanic Philology.  
English to Russian/Russian to English  
Translation and Interpretation

## **Private counseling practice - Clinical Psychologist**

*September 2019 - Current*

- Conduct individual and group therapy sessions for such conditions as depression, anxiety and burnout using acceptance and commitment therapy (ACT), cognitive and behavioral therapy (CBT), and compassion-focused therapy (CFT), including individual therapy in English for my foreign clients.
- Create and conduct online courses on ACT/CBT for depression and burnout.

## **Exxon Neftegas Limited, a subsidiary of American ExxonMobil - Translator / Interpreter / Translation Editor**

Yuzhno-Sakhalinsk, Russia

*January 2009 – July 2021*

- Translated documents, contracts, correspondence, presentations (on a wide range of topics, including occupational safety, emergency response, environmental protection, disease control and prevention, legal innovations, mass media monitoring etc.) - in close cooperation with other editors because ExxonMobil ensure quality control of each translation.
- Interpreted meetings, workshops, trainings (on oil spill response, labor safety, electrical safety, etc.).
- Proofread and edited translations to ensure flow, style and overall meaning of original texts and to spot and correct errors in punctuation, grammar and translation.
- Created and conducted internal trainings to improve quality of translations performed by the team.

## **Commercial Department of Kamchatneftegaz LLC - Translator / Interpreter**

Yuzhno-Sakhalinsk, Russia

*August 2007 – December 2008*

- Translated contracts (ROV, riserless mud recovery system, casings, time charters for supply vessels etc.), tender documentation, supply vessels reports, correspondence, meeting minutes.
- Interpreted meetings, negotiations with contractors, tenders, workshops, conferences.
- Provided assistance in contracting work (received a draft contract from a contractor, gathered, translated, and included subject matter experts' comments into the draft contract, coordinated the process of the contract wording with the contractor, prepared final version of the contract).

## **Urban Insaat Sanayi ve Ticaret Anonim Sirketi - Translator / Interpreter/Document Controller**

Yuzhno-Sakhalinsk, Russia

*February 2007 – June 2007*

- Translated contracts, technical / construction documentation, correspondence.
- Interpreted meetings, negotiations with subcontractors and customer.
- Ensured document control (kept logs of as-built documentation,

## **Additional Courses**

January – February 2023

**Assessing and Managing Suicide Risk**  
Zero Suicide Institute

August 2021 – March 2023

**4 Levels of Compassionate Mind Training Facilitator Training**  
Balanced Minds,  
Chris Irons & Charlie Heriot-Maitland

January 2022 – March 2023

**Acceptance and Commitment Therapy for Beginners; for Depression and Anxiety Disorders; for Grief and Loss**  
Psychwire, Russ Harris

September – October 2021

**Recovery-Oriented Cognitive Therapy for Serious Mental Health Conditions**  
Beck Institute

January – March 2021

**Dialectical Behavioral Therapy Skills**  
Psychwire, Marsha Linehan

February 2020

**Psychiatric Disorders in Women: Diagnostic and Treatment Considerations Across the Female Lifespan**  
Massachusetts General Hospital,  
Department of Psychiatry

January – March 2020

**Motivational Interviewing - Foundational**  
Psychwire, William Miller  
and Stephen Rollnick

January - September 2020

**Cognitive Behavior Therapy for Depression; for Anxiety; for Personality Disorders**  
Beck Institute

December 2019 – June 2020

**Maternal Mental Health Intensive: Perinatal Mood and Anxiety Disorders; Perinatal Loss & Grief**  
Seleni Institute

drawings, incoming/outgoing correspondence).

**Sousa Pedro Sakhalin Contracting LLC - Interpreter / Translator  
/Administrative Assistant**

Yuzhno-Sakhalinsk, Russia

*October 2006 – January 2007*

- Translated contracts, correspondence, documents (on construction, accounting, regulatory issues, HR).
- Provided interpretation support during meetings with the customer and subcontractors.
- Provided HR assistance (prepared all necessary documents for staff employment, dismissal, vacations, payroll, etc.)
- Ensured office work, primary accounting, foreign citizens registration according to Russian Law (assisted in obtaining letters of invitation, visas, employment permits, etc.).

**ACDI/VOCA Sakhalin Representative Office, Sakhalin Small Business  
Credit Society - Translator / Interpreter**

Yuzhno-Sakhalinsk, Russia

*August 2006 – October 2006*

- Translated documents, contracts, small businesses success stories, incoming/outgoing correspondence.
- Interpreted meetings, workshops, trainings.

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***CAT tools***

Trados, UniRef

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***References***

**RN-Sakhalinmorneftegas**

Ilya Smirnov, Translation Supervisor

e-mail: [ilsmirus@yandex.ru](mailto:ilsmirus@yandex.ru)

**Lomonosov Moscow State University**

Vera Yakupova, PhD in Psychology, Research Fellow,

Faculty of Psychology

e-mail: [vera.a.romanova@gmail.com](mailto:vera.a.romanova@gmail.com)

April – May 2019

**Introduction to Clinical Psychology**

The University of Queensland,

Australia

August 2011

**Effective Teams and  
Cultural Essentials**

Aperian Global

September 2011

**Overview of Petroleum and Chemical  
Industry**

Institut Francais du Petrole

December 2010

**Advanced Translation/Interpretation**

Moscow International School of

Translation and Interpretation