**NATALIE SMELKOVA**

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 *Email:* *snowy.uk@outlook.com*

* Qualified technical translator with 25+ years of experience in various international companies.
* Accredited conference interpreter (ITI), AIIC pre-candidate, accredited legal interpreter (IRB Canada) - consecutive / simultaneous / RSI
* Full Member of the Institute of Translation and Interpreting, UK.
* Former Postgraduate Studies Translation lecturer in the University of Westminster, London, UK.
* Trados translation system owner/user.

**CAREER AND ACHIEVEMENTS TO DATE**

Freelance translator / interpreter 11/2003 – present

Work on assignments for various agencies. Interpret at conferences, technical and business meetings. Various clients:

***UN Agencies, International Transport Workers Federation, Universal Postal Union, EU Agencies, Fluor Tengiz (UK), Total Shtokman (France), Aker Solutions (Norway****)* ***KPO (UK), ExxonMobil (UK)****,* ***WorleyParsons Kashagan (UK), Agip KCO (UK), GlaxoSmithKline (UK), Pfizer (UK),******CMS Cameron McKenna (UK), Corker Binning Solicitors (UK), Monckton (UK)*** *etc*.

Confidential translation of legal/business documents, forms, applications, technical drawings, reports, supporting documents etc. Various clients:

***Russian-Arab Cooperation Conference – Marrakech, Morocco, December 2023***

***UN Alliance of Civilizations UNAOC – Fes, Morocco, November 2022***

***Shtokman Partners’ Conference Meetings (Gazprom, Total, Statoil) – Paris 2010-12***

***Stephenson Harwood – Litigation Management, London April 2010***

***Hospitality Professionals Handbook and Manual (Moodle software) - London***

***Turkmenistan Oil and Gas Conference – London 2009***

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| ***"M4" Mayoral Summit (Bertrand Delanoë (Paris), Yuri Luzhkov (Moscow), Ken Livingston (London) and Klaus Wowereit (Berlin))******- London March 2007*** |

***Petrofac Gazprom LNG Conference – Cairo March 2006*** ***The Weir Group PLC Energy - London January 2006******Team Simoco - 11 November 2005******Cripps Sears & Partners Ltd - Energy Executives Forum March 2005*** *etc.* |

Provide voice-over and subtitling services. **BBC Channel 4**

Translate books from English into Russian (**A. Carter “Wise Children”, A Miller “Optimists”, R Dawkins “God’s delusion”** etc.), various film scripts.

Technical translator / interpreter 08/2012 – 11/2014

*Tengiz (Fluor), Farnborough, UK*

Translated and proofread contracts, tender documentation, specifications, feasibility studies, contractors’ documentation, regulatory and other documents. Provided consecutive and simultaneous interpreting.

Technical translator / interpreter 05/2010 – 05/2012

*SDAG (Shtokman Development AG), Paris, France*

Translated and proofread legal contracts, tender documentation, bid questionnaires, contractors’ inquiries and proposals, specifications, feasibility studies (2 stages + options), regulatory and other documents. Translated marine geological and geophysical reports, drilling manuals and underwater solutions proposals. Provided consecutive and simultaneous interpreting during international business meetings and conferences.

Technical translator / interpreter 11/2007- 05/2010

*KPO (Karachaganak oil and gas field), London, UK*

Translated legal contracts, tender documentation, engineering specifications, feasibility studies, contractors’ documentation, regulatory and other documents. Translated business cards for international personnel, presentations, magazine articles and other media materials. Provided consecutive and simultaneous interpreting during international partners’ meetings.

Postgraduate Studies Technical Translation Lecturer 09/2007 – 05/2010

*University of Westminster, London, UK*

Taught MA Translation course. Supervised students’ portfolio and diploma works.

Technical Translator 01/2005 – 11/2007

*Agip Kazakhstan NCOC, WorleyParsons, UK*

Translated feasibility studies, process, construction, electrical documents. Interpreted at business meetings and training courses. Proof-read sub-contractors’ translation work, translated scientific articles. Created and used custom glossary / database.

Technical Translator / Interpreter 10/2003 – 01/2005

*ExxonMobil International Limited, UK*

Performed technical translation and interpreting tasks for Russia and Caspian Exploration Teams.

Translated presentation materials, technical and legal documentation and worked as a conference interpreter and as a simultaneous interpreter for the ExxonMobil senior managers during overseas assignments and at international conferences on geology and oil and gas industry.

Coordinated translating work flow between EXXONMOBIL International Ltd Moscow, London and Houston offices.

Freelance Translator / Interpreter 07/1999 – 10/2003

*Toronto, Canada*

Worked for Sony, Intel, Lucent and other companies, translated games, scripts, web-sites, voice-over, kept and maintained memory databases. Worked as a legal interpreter for IRB Canada. Produced short animations including logo for Canada CBC TV.

Technical Translator / Interpreter 11/1997 – 06/1999

*Bechtel Ltd (Tengiz Project), London, UK*

Translated process, construction, electrical etc. drawings using AUTOCAD and Microstation. Interpreted at business meetings and training courses. Proof-read sub-contractors’ translation work. Created and used custom glossary in Microstation.

Translator / AUTOCAD Operator / Interpreter 01/1997 – 10/1997

*Kvaerner John Brown Ltd, London, UK*

*Azerbaijan International Pipeline Project, Western Route AIOC*

Translated contracts and business correspondence. Provided document control for translated drawings. Established and updated electronic dictionary/glossary to maintain consistency of project terminology. Interpreted at business meetings, discussions, lectures and seminars. Coordinated and proofread subcontractors’ translation work.

Technical Translator/Interpreter 10/1996 – 12/1996

*Brown & Root Ltd (Tomskgaz Project), London, UK*

Translated technical documentation, drawings, contracts and scientific texts. Proofread colleagues work for consistency. Interpreted for business clients.

Freelance Technical Translator / Interpreter 11/1995 – 11/1996

*Russian AZ Technical Translations & Graphics Ltd, London, UK*

Technical Translator / Interpreter 06/1995 – 11/1995

*Trafalgar John Brown Oil & Gas Ltd, London, UK*

*Fluid Catalyst Cracking Unit Modernization Project*

Translated technical drawings, contracts, specifications, data sheets and various business letters. Input text, proof-read and manipulated drawings using AUTOCAD12 for UNIX. Managed translated documentation. Plotted and printed drawings of various sizes.

Technical Translator / Interpreter 10/1994 – 04/1995

*Hamilton Oil, London, UK*

Translated oil field development feasibility study in Russia. Proofread and provided appropriate layouts using Word, Adobe Freehand, Quark Xpress on Apple Macintosh.

Information Technology Teacher 09/1993 – 04/1994

*Southwark College, London, UK*

Worked teaching Computer Applications (Database, Spreadsheets, Word-processing). Organized, coordinated and planned class work activities, assessed students’ achievements.

Translator / Interpreter 10/1992 – 07/1993

*Association for The Promotion of Healthcare*

*In the Former Soviet Union (Healthprom), London, UK*

Responsible for translating medical surveys and business correspondence and assisting in publishing quarterly newsletter. Interpreted for director and medical professionals.

Translator/PA to Director 03/1988 – 07/1990

*Ecologia, St Petersburg, Russia*

Translated business correspondence, research papers, ecology and environmental literature and film scripts. Coordinated communications with representative officials in CIS. Organized and managed International Ecological Youth Expeditions. Interpreted for the English/Soviet cinema group during filming in Botswana and assisted with editing and liaising with film crew.

Trainee Technician in Geodesic Expedition 06/1988 – 08/1988

*St Petersburg Geodesic Institute, Archangelsk region, Russia*

Artist in Archaeological Expedition 07/1987 – 08/1987

*Institute of Archaeology, St Petersburg, Russia*

**EDUCATION AND QUALIFICATIONS**

**Institute of Linguists**, Full member of the Institute of Linguists, accepted by work experience

LONDON, UK

*May 2006 – 2017*

**Institute of Translators**  Full member of ITI – Technical Translation and Conference
**and Interpreters**, Interpreting, accepted by work experience and Examination
LONDON, UK

*June 1996 - present*

**International Academy**  3D character animation diploma. Software used: Alias Wavefront

**of Design and Technology,** Maya, Shake, Composer, MayaFusion, Adobe AfterEffects.

*Canada* OS - Unix, Windows

*September 2000 - June 2001*

**Scheidegger MIS Computer** Programming in C and C++ Course, leading to The Computer

**Training Institute** Professionals (ACP) C and C++ Programming Qualification

**Microtech** Programming in C++ Course.

**South Bank University** NVQ II Software Creation

*June 1996 - August 1996*

**Southwark College** Modern Office Skills Course. Business English Course.

*April 1992 - July 1993* Typing Advanced, English for Business Communications Advanced First Class.

**St Petersburg State University** Department of Geography and Ecology (MA equivalent).

*1986 - 90* Technical Translating and Interpreting Qualification

**St Petersburg State University** Department of Biology and Soil Science.

*1983 - 86* Technical Translating and Interpreting Qualification