**ALENA TRAINOVA**

**Email:** **alena@atranslations.co.uk** **Web:** [**http://atranslations.co.uk**](http://atranslations.co.uk/) **Mob: + 61 (0) 408 249 313**

## PROFESSIONAL Qualified member of the Institute of Interpreting and Translation, UK (10746)

**MEMBERSHIPS:**

***NAATI accredited (CPN 4QQ49A, the Australian National Accreditation Authority for Translators and Interpreters)***

**EDUCATION: *LLB, 2015 – 2021***

University of London, UK

## Master of Arts in Bilingual Translation, 2005

*Institutional and Technical Translation, Subtitling and Interpreting*

University of Westminster, UK

## Bachelor of Arts in English and French Philology, 2003

Minsk State Linguistic University, Belarus

## LANGUAGES: Russian (mother tongue), fluent English,

##  conversational Belarusian and French

**CAT-TOOL:** SDL Studio 2021

# WORK HISTORY:

**Freelance English to Russian Translator: July 2004 – present**

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| --- | --- | --- |
| *Volunteer projects:* | Translators without BordersUN Online Volunteer | 2017– present2014 – present |
|  | Front Line Defenders | 2004 – 2009 |

*Other projects:* Macquarie University, Monro, Wright and Wasbrough LLP, Laurel Consultancy LLP, BP, PwC, Independent Media Services, Woods Bagot, Karachaganak Project, LNG Shipping Solutions, Burren Energy Services, and many others.

# In-house positions:

# Blackmagic Design, Melbourne, VIC January 2022 – currently

# *Russian Technical Translator*

**Macquarie University,** Sydney,NSW, AUS **February 2017 – August 2019**

## Russian language tutor for the MA in Translation programme

**Gherson Solicitors,** London, UK **June 2009 – December 2014 Immigration and Human Rights Law Firm**

***English to Russian Translator*,** *responsible for*

Translating large volumes of legal documentation in preparation for court hearings, including business, financial documents and media reports. Translation of and content management of the company website ([http://russian.gherson.com](http://russian.gherson.com/)). Coordination and supervision of translation process, revision and proofreading of translated documents. Interpreting at client meetings and transcription of recorded materials.

# ITOPF, London April 2009 – May 2009

**(The International Tanker**

**Oil Pollution Federation Ltd.)**

***Russian Technical Translator****, responsible for*

Translating legal and technical documents relating to the oil spill as a result of Kerch Strait disaster in November 2007.

**Goldman Sachs,** London (short-term contract) **March 2009**

***Russian Translator / Project - Compliance,*** *responsible for*

Translating documents, financial products descriptions, daily correspondence. Compiling and finalising reports of translated written and spoken materials.

General administrative duties.

# Fluor Ltd, London Oct 2008 – Dec 2008

***Technical Translator,*** *responsible for*

Noyabrsk Gas Processing project for Sibur.

Translation of project-related documentation, including: contracts, daily correspondence, weekly reports, minutes of meetings and technical data sheets.

# Lehman Brothers, London Jul 2008 – Sep 2008

***Translator – IBD Natural Resources Group,*** *responsible for*

Oil & gas project research and translation: including refineries specifications, deposits descriptions, press articles, financial reports and proposals and oil companies’ presentations.

Compiling in-house glossaries.

Proof-reading and checking for consistency of agency-translated documents. Assisting analysts with research.

# Novoship UK, London May 2006 – July 2008

***Translator / PA to General Manager,*** *responsible for*

Translating technical and semi-technical documentation, agreements and chartering contracts, financial and analytical reports, presentations and other materials relating to the shipping industry.

Co-ordination and cost-management of the Company’s extensive travel/visa arrangements.

Minute taking at the Daily Management meetings, Monthly Management meetings and as required by the Company.

Collating data for Monthly and Weekly Reports, assisting the GM and Executives on a daily basis.

**OTHER INTERESTS:** travelling, reading, current affairs, environmental issues and climate change action, human right awareness and protection and the role of civil societies in developing countries (the former USSR and other regions).