

CURRICULUM VITAE



1. **Name:** Anna Riabinina
2. **Nationality:** Ukrainian
3. **Date of birth:** June 10, 1981
4. **Location:** Kiev, Ukraine
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7. **Education:** University Degree with honors

Education:	Kharkov Teaching University
Date: From - To:	1997 - 2002
Degree or Diploma obtained:	Degree with honours in Teaching and Translating English and Chinese

8. Language skills: (5 Excellent to 1 Basic)

Language	Reading	Speaking	Writing
Russian	Mother tongue	Mother tongue	Mother tongue
Ukrainian	5	5	5
English	5	5	5
Chinese	3	3	3
Italian	5	5	5

9. **Other Skills:** Computer literate with speed typing ability

10. **Current Position:** Interpreter/translator (free-lance)

11. Key Qualifications:

- Fluent in English, Italian and Chinese to the level of interpreter and translator;
- Experienced as a personal assistant to senior management;
- Experienced in negotiating with partners and companies from all over the world;
- Good team player, fully comfortable working in an international business environment, enthusiastic about team-building activities and event management;
- Well-developed presentational skills;
- Experienced in Oil&Gas, Aluminium refining, Electrical/Automation/Instrumentation/Piping/Civil/Mechanical fields as well as

CURRICULUM VITAE

banking, IT, medicine, fashion, textiles, clothing/footwear and design.

- Database management experience; development of glossaries and work manuals
- Experience in teaching English as a foreign language.

12. International Experience:

Country	Dates:
China	1999-2000, 2004, 2006
Italy	2005, 2006, 2007, 2009
UK, USA	2007 (internship)

13. Professional Experience :

Dates	Sep 2010 – June 2011
Location	Kiev, Ukraine
Company	Intesa San Paolo , Pravex Bank, head office
Job title	Interpreter/translator/personal assistant
Description:	<ul style="list-style-type: none">➤ Overall language support of a big IT Project (called Constellation) related to Oracle software implementation: interpreting at meetings and workshops (which a dozen interpreters before me found too difficult and refused), translating manuals and presentations➤ In the meantime personal assistance to the project manager Giorgio Gavioli with his schedule, business expenses, contracts, certificates acts of acceptance etc.➤ Acquired a rich IT and banking vocabulary, compiled a couple of project glossaries

Dates	July 2008 – July 2009
Location	Moscow, Russia
Company	Fluor Daniel Overseas, Inc. , Refining & Petrochemical Complex Project “Taneco”, Moscow
Job title	Interpreter/translator
Description:	<ul style="list-style-type: none">➤ Overall language support of an extensive Project (Moscow office): interpreting during management meetings, teleconferences, progress meetings; translating conference notes, correspondence, contractual and technical documentation. Personal assistance to project managers Doug Alcorn and Steve Harrington.➤ Acquired a good command of technical terms on the following subjects: Oil & Gas, Electrical Engineering, Control/Automation, Instrumentation, Piping, Civil and Mechanical Engineering.

Dates	2006 – 2008
Location	Moscow, Russia

CURRICULUM VITAE

Company	RUSAL
Job title	Independent translator/interpreter
Description: Via Russian Translator Agency worked for RUSAL on frequent business trips to Siberia, acquired a thorough understanding of aluminium mining and processing, a good command of technical terms on mining, environment, safety and experience in synchronous interpreting.	

Dates	2004 – 2008 (in the meantime with the job above)
Location	Maryland, USA
Company	AGVSPORT Apparel for motorcycle riders
Job title	Interpreter, Brand Manager in Europe
Description: International travels for exhibitions. Assistance in setting exhibition stands in Europe and dealing with customers. Market research. Finding distributors, translating their websites, corresponding with partner, representing the company at negotiations, personal assistance to CEO Michael Parrotte.	

Dates	2006-2007
Location	Moscow, Russia
Company	PREMIER slot machines
Job title	Translator and Procurement Manager
Description: Business trips to China, search for manufacturers, translation of contractual documentation, personal assistance to CEO Alexey Sorokin	

Dates	2005 – 2006
Location	Moscow, Russia
Company	TOTALCITY delicacies from Italy
Job title	Translator and Sales Manager
Description: Placing and tracking orders. Market research and data processing, interpreting at negotiations, translating documentation.	

Dates	2005
Location	Moscow, Russia
Company	PASSPORT magazine
Job title	Sales Manager
Description: Searching for potential advertisers, buildings contacts with them, maintaining old contacts. Market research and database development.	

Dates:	2004 - 2005
Location	Kharkov, Ukraine
Company	KORTEX textile company

CURRICULUM VITAE

Job title	Personal Assistant and Interpreter
Description: Negotiating and corresponding with foreign partners, attending exhibitions and identifying potential suppliers in fashion and textiles sectors. Long-term trips to China and Italy for textile procurement.	

Dates:	2002 - 2004
Location	Dnepropetrovsk, Ukraine
Company	5 STARS Agency
Job title	Manager/Interpreter/Translator
Description: Written translations, database management, schedule arrangement and consecutive interpretation at meetings	

Dates:	2001 - 2002
Location	Kharkov, Ukraine
Company	EXTRUDER Private Enterprise
Job title	Translator
Description: Translating technical texts, interpreting at meetings with Chinese partners	

Dates:	2001 - 2002
Location	Kharkov, Ukraine
Company	School No.124
Job title	Teacher
Description: Teacher of English to school students	

Dates:	2000
Location	Kharkov, Ukraine
Company	Kharkov State University
Job title	Secretary at the Centre for Foreign Students
Description: Processing private documents, translating correspondence, organising events and excursions for foreign students, guiding Chinese delegations.	

14. Additional information

At Kharkov University I took courses in computer application, speed-typing and record-keeping. I was a group monitor and one of the best students, which can be seen from my diploma. During my University course I participated in a students' exchange programme with China, studying at Beijing Normal University for one year.

In 2007 I was a marketing intern in Maryland, USA.

I am keen on psychology and personal development. Have interpreted Clean Language and Goal Achievement workshops. In my opinion, to achieve one's goals the most important qualities to have are self-confidence, attention, memory, quick response/efficiency, ability to plan and analyse results, ability to make pleasant surprises. I am a strong believer in hard work and positive thinking.