

Lyubov Lepina
965-162-85-62 (cell)
e-mail lyubovlepina@gmail.com

Professional Experience

CJSC Caspian Pipeline Consortium-R **Moscow**
Senior Translator **February 2012 - present**
Translator **July 2009 – February 2012**

Part of translation team on a large-scale project of oil pipeline system expansion and upgrade. Translation of various types of technical documentation (engineering, instrumentation, construction, electrical, oil-and-gas, etc.), contractual and legal documentation (contracts, agreements, letters of intent, offers, engagement letters, applications, justifications, opinions, memos, etc.), publications and newspaper articles, meeting minutes, any materials related to social projects. Set up translation log to the records of all the in-house verbal and written translations. One of the responsibility is to compile and maintain project glossary. Interpret at meetings and teleconferences. Edit outsourced translations. Substitute for the head of Translations, distribute workload and handle all translation and interpretation requests of project members.

White & Case LLC **Moscow**
Translator **January 2008 – March 2009**

Translation of all types of legal documentation (opinions, awards, decisions, transcripts, etc.), contractual documentation (contracts, agreements, letters of intent, offers, engagement letters, applications, justifications, etc.), on-line analytical publications, newspaper articles, any technical documents provided by clients. Coordination of in-house distribution and outsourcing.

Parsons Global Services Inc. **Shchuch'ye, Chelyabinsk, Moscow, Volgograd**
Manager, Translation Services **April 1, 2007 – January 2008**
Deputy Manager, Translation Services **November 2005–March 31, 2007**
Senior Translator, General Translations **October 2005**
Technical Translator, General Translations **August 2005–September 2005**

Oversee translation work of 20 translators in four locations for >\$1 billion international construction project involving construction, financial, commercial, manufacturing, civil, electrical, chemical, and structural engineering, scientific, environmental, journalistic, and public relations terminology. Distribute translation requests between offices. Monitor department quality-check and continuous improvement processes. Organize, lead, and participate in department training programs, including individually training translators in SDL Trados 2006. Participated in beta program to test SDL Trados 2006 (translation memory software) for use in Parsons corporate-wide. Participated as in leadership group selected to test SDL Trados 2006 (translation memory software) for use in Parsons corporate-wide and train others to use the software. Work bilingually with expatriate and Russian clients to promote Western standards of customer service. Mentor and evaluate translators and associate translators. Manage administrative aspects of department, including vacations and writing department procedures and job descriptions in English. Involved in hiring staff. Participate in compiling project technical glossary. Interpret high-level meetings between American and Russian clients. Translate and edit technical documentation from Russian to English and English to Russian on regular basis.

Communication Club (not-for-profit organization) **Chelyabinsk**
Founder, Director, Tutor (part-time) **April 2004–July 2006**

Direct 4 instructors in self-established English-language adult school, teaching groups of 6–10 students of various ages. Hire and schedule staff. Schedule classes and test students. Organize advertising and promotion. Manage fiscal aspects of organization, including budget and billing. Prepare educational materials.

Teacher of English Conversation and Grammar Skills **Chelyabinsk**

University of Russian Academy of Education,
English Language Department

February 2003–January 2005

Chelyabinsk State University,
English Language Department

October 1999–January 2003

Supervised senior students during teaching practice. Instructed undergraduate and graduate students American and British English. Organized extracurricular language activities for students. Published articles on cross-cultural communication. Participated in conferences. Proctored exams.

**International Environmental Conference
Simultaneous Interpreter and Translator**

**Miass
July 2002**

Simultaneously interpreted seminars using media equipment. Translated reports.

**Language School No. 93
Teacher of English Technical Translation**

**Chelyabinsk
September 1998–August 2000**

**Secondary School No. 78,
Teacher of English**

**Chelyabinsk
October 1997–April 1998**

Education

Chelyabinsk State University

Linguistics and Cross-Cultural Communication (English and French)

2000

Graduated with honors

Skills and Continuing Education

Languages: Fluent American English—conversational, legal and technical; Italian – intermediate (language courses at the Italian Institute of Culture in Moscow – September 2011 – January 2014, level 6; intensive course in the language and cultural center “Ciao Italia” in Rome, UNISTRASI Università per gli stranieri di Siena); Russian – native.

Skills: SDL Trados 2007 - 2006 (translation memory software), Microsoft Office, ABBY Lingvo 8.0 Internet applications

Publications: Problems of Interpersonal Perception While Preparing for Cross-Cultural Communication in materials of the All-Russia Scientific and Practical Conference in Chelyabinsk, published in 14 February 2003.

Continuing Education: Principles of Language Interpretation for Business Applications (Fall 2005), SDL Trados 2006 Training (May 2006), Manager vs. Leader Leadership Training (October 2006), participation in Promt seminar on Trados 2007 (February 2007), Financial English (spring 2010)