

## PERSONAL INFORMATION

First name/surname: Irene Chameyeva  
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## AREAS OF EXPERTISE

Translating,  
Interpreting      English-Russian and Russian –English Translator since 1998, numerous translation projects which include translation of all types of texts, documents, letters, books, drawings, websites etc. in many fields including Oil and Gas Industry, Engineering Industry, Construction, Economy and Business, Finance, Textile and etc.

## WORK EXPERIENCE

September 2010 – Present

Working freelance providing a translation and interpretation service to clients where needed.

2005-2010

Name and address of employer      Chetra – Industrial Machineries, JSC, Cheboksary, Russia

Position      Export sales regional manager

Duties:      Conducting negotiations and communication with foreign companies, making commercial offers, preparation of documents for participation in international tenders, preparation of banking, commercial and shipping documents, documentation for customs clearance, work with banks and carriers.

2003-2005

Name and address of employer      Foreign Trade Company “Textilmach”, Cheboksary, Russia

Position      Export sales manager

Duties:      Conducting negotiations and communication with foreign companies, making commercial offers, preparation of documents for participation in international tenders, preparation of banking, commercial and shipping documents, documentation for customs clearance, preparation of draft contracts and executive control of sales contracts, work with banks and carriers, monthly and weekly reports on sales, market research.

1999-2003

Name and address of employer Foreign Trade Company "Textilmach", Cheboksary, Russia  
Position Senior translator  
Duties: Translation of international contracts, commercial offers, business letters, banking, commercial and shipping documents, legal, scientific and technical documentation, interpreting in negotiations, presentations and exhibitions, during start-up and commissioning of equipment, accompanying foreign delegations.

1998-1999

Name and address of employer Textilmach, JSC  
Position General Director Assistant  
Duties: Receiving and distribution of tel. calls, arrangement of working days and business trips of the General Director.

1992-1998

Name and address of employer Secondary school No 13, Novocheboksarsk  
Position English teacher

#### EDUCATION AND TRAINING

1986 -1991 University in Cheboksary, Faculty of foreign languages (English and German)  
2005 Currency Regulation and Currency Control in the Russian Federation, training courses in Russian Academy of State Service at the President of the RF.

#### KEY SKILLS AND COMPETENCIES

- Familiar with translation software tools.
- Able to fluently speak English, German - good.
- Excellent communication and social skills.
- Highly skilled in Microsoft Office, Adobe Acrobat, Adobe Illustrator, Adobe Photoshop, AutoCAD, InDesign, Infix, Visio
- Willing to travel and able to meet tight deadlines.