



Gulnar Sultanbek

English and Russian to Kazakh translator

CURRICULUM VITAE

PERSONAL INFORMATION:

Name: Gulnar Sultanbek Zhumadullayeva **Phone:** + 7 771 319 91 82
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SUMMARY

A certified freelance full-time translator with a Diploma in Linguistics and Translation and over 11 years experience of teaching and translating (working with several organizations in Russia, Europe and the US). Graduate of International Hoca Ahmet Yesevi Turkish-Kazakh University. Organized, reliable professional with vast translation, localization experience and proven ability to take on new challenges and get familiar with new tools and processes. Would like to work as a translator / transcreator / subtitler / localization specialist for a successful and ambitious company that offers great opportunities for career development and progression.

LANGUAGE PAIRS

English to Kazakh **Kazakh to English** **Russian to Kazakh** **Kazakh to Russian**

SKILLS AND PROFICIENCIES

- 11 years of proven experience: 6 years in teaching English at school and University; 5 years as an in-house notary translator.
- Strong interpersonal skills.
- Excellent grasping power and effective at multi-tasking.
- Attention to details and work efficiently with minimum supervision.
- Strong command over verbal and written English, Russian and Kazakh languages.
- Prepare well researched and accurate documents, presentations, reports, etc.
- Excellent typing and short-hand skills

AREAS OF EXPERTISE:

- Translation
- Transcreation
- Proofreading
- Subtitling;
- Post-editing
- DTP services
- Website and software localization
- Brand name analysis
- Cultural analysis
- Glossary creation
- Translation Memory Creation

WORK EXPERIENCE

ProZ.com Kazakh Localisation team leader

2014

Localized ProZ.com 2014 year-end campaign (Nov 13 - Dec 11) into Kazakh and delivered it ready for the final usage.

Legal translator

2010 – Present

Centre of Nation Services

Foreign Language Teacher / Lecturer / Examiner

2008 – 2010 Regional

Social-Innovative University

Teacher of English as a foreign language

2004 2008

Multidisciplinary school-gymnasium

COMPUTER SKILLS

Excellent in internet research work and active networking.

Proficient in Microsoft suite - Word, Excel, PowerPoint and outlook express, Abby Fine Reader 12, ABBYY Lingvo*5 Pro, Trados Studio 2017 Freelance (licenced), Multiterm 2017 Desktop (licenced), Adobe Reader, Adobe Page Maker, MateCat, InDesign, Passolo 2011(licenced), MemoQ.

Productivity: 6 - 8 pages or 2000 – 2500 words / day depending on specialization and terminology of the project

ACADEMIC QUALIFICATIONS:

M.A. in Translation & Localization Management

International Hoca Ahmet Yesevi Turkish-Kazakh University 1999 – 2003.

B.A. Degree in Teaching English as a Foreign Language

Regional Social-Innovative University

Ministry of Education and Sciences, Republic of Kazakhstan, certified to teach English at the University level;
Notary certified translations.



MEMBERSHIP

ATA (American Translators Association) ID # 261716

ProZ.com profile: <http://www.proz.com/translator/1918910>

Translators without borders