

YURI BELOV

120 Tardif, Québec (Québec), G1B 3K5, Canada
Telephone: +1 418 380 4266. **Fax:** +1 631 938 9541

E-mail: ybelov@pc.nu
Website: www.swedish-russian.com

OBJECTIVE

An office job, preferably which offers opportunities to use my foreign-language skills

EDUCATION

Translation (English and Swedish). Moscow State Linguistic University, Russia. 1989 – 94
BA equivalent (five-year degree). GPA: 4.3/5.0. Principal courses: theory and practice of translation and interpretation; English (phonetics, grammar, stylistics, lexicology, etc.), Swedish, Russian, Latin, literature, regional studies (UK, USA), social sciences, reserve officer training (military translation)

COURSES

- Socio-professional integration. Centre Louis-Jolliet, Québec, 2006 - present
- *Computer courses* (advanced Word and Excel, PowerPoint, Access). Centre RIRE 2000, Québec, 2005
- *French.* Université Laval, Québec, 2003; Centre du Phénix, Québec, 2004
- *Teaching Russian as a Foreign Language.* Pushkin Institute of the Russian Language, Moscow, Russia. 2000
- *Management.* Graduate School of Business Administration, International University of Moscow, Russia. 1994 – 95
- *International Swedish Summer Course.* Swedish Institute, Linköping, Sweden. 1994

WORK EXPERIENCE

Freelance Translator (part-time). 2001 – 2005

Translate and interpret in various areas (technology, law, certificates, etc.) for clients mainly in Sweden and Russia. Work in the Moscow region (Russia) until January 2003, then in Québec City

Socio-therapist. Föreningen Staffansgården, Delsbo, Sweden. 1999 – 2000

Work and live in a community for mentally handicapped, accompany them during trips in Sweden and Italy

Translator. Procter & Gamble, Novomoskovsk, Russia. 1996 – 98

Translation and office work for the Product Supply (detergent making, enzyme hygiene) and Finance departments

Purchasing Manager. Moscow Country Club, Russia. 1995 – 96

Oversee all food and beverage as well as certain non-food purchases, control inventory, manage four employees

Translator (part-time, volunteer). Radonezhski Foundation, Moscow, Russia. 1994 – 95

Translate investment projects and correspondence, interpret negotiations, arrange visa support. A business trip to Germany

SPECIAL SKILLS

- *Languages:* Russian (native), English (fluent), Swedish (good), French (good)
- *Computer:* good working knowledge of IBM PC, Windows 3.x/98/XP, Word, Excel, e-mail/Internet applications; experience with Access, PowerPoint, PhotoShop, HTML

PROFESSIONAL MEMBERSHIP

Member of the Swedish Association of Professional Translators (www.sfoe.se) incorporated in the International Federation of Translators

PERSONAL

- Diligent and reliable, willing to learn new skills, able to travel
- *Interests:* languages and countries, cinema, humanities, environment; *sports:* swimming, jogging
- References obtainable upon request