

TALYB SAMEDOV
Calgary, Alberta, CANADA
Telephone: (403) 244-7217
Mobile: (403) 803-2552
Fax: (403) 244-7217
E-mail: talyb@telus.net
Skype: talybsamedov

NATIVE LANGUAGE: Russian

LANGUAGE COMBINATIONS: English => Russian; Russian => English

EDUCATION:

1986 – 1991 Pedagogical Institute of Foreign Languages, Translation Department,
Baku, Azerbaijan
1990 Language Improvement and Language Teaching Methodology,
University of Liverpool, UK

PROFESSIONAL MEMBERSHIPS: Certified Member of Association of Translators and Interpreters of Alberta (ATIA) (English>Russian)

IN-HOUSE TRANSLATOR

Several years as in-house translator for two leading engineering companies

- Translation of design documentation on Central Processing Facilities, pump stations, pipelines, tie-in facilities and offshore platforms;
- Translation of AutoCad drawings, including P&IDs, PFDs, Single Line Diagrams and Plot Plans;
- Translation of Design Basis Memorandums;
- Translation of drawings and design specifications for drilling equipment;
- Translation of equipment specifications, technical material requisitions and datasheets;
- Translation of procurement documentation for Seawater Lift Pumps, Chemical Injection Packages, Motor Control Centers, and Electrical Cables;
- Translation of Contracts, Work Completion Certificates, Purchase Orders and Commercial Invoices;
- Translation of documents on construction and environment protection;
- Translation of company procedures;
- Proofreading and issuing deliverables;
- Interpretation at meetings and teleconferences with the Russian client representatives;
- Translation of daily correspondence.

Partial List of Freelance Projects completed for Direct Clients and Translation Agencies

- Brochures for wellhead and downhole equipment;
- Website for a downhole equipment design company;
- Website for an oil field equipment manufacturing company;
- GOST standards for gas industry;
- Brochure and PowerPoint presentation for a company that manufactures blades, grapples, cable reelers for heavy equipment;
- Technical and commercial proposal for engineering, procurement and

- construction of arctic offshore platform;
- Corporate brochure and sales brochures on refrigeration and natural gas compression;
- Contracts, license agreements, estimates, packing lists, MSDS and correspondence;
- Sales brochures and commercial proposals for delivery of SCADA systems;
- Brochure on choke and control valves;
- Scientific articles on enhanced oil recovery;
- Multimedia presentation on Canadian Technology in the Oil and Gas Industry for a government agency;
- Excerpts from Quality Control manual;
- Training materials for International Accounting and Human Resources Management seminars;
- Crude and Vacuum Unit Operation Manual, daily reports and correspondence for Refinery Relocation Project;
- Welding procedures;
- Commercial proposals and geological reports for an investment company;
- Company profile, drilling contracts, agreements, geological and geophysical data, and feasibility studies for a drilling company;
- Company by-laws for an engineering company;
- Commercial documents and contracts for joint ventures in agriculture and oil industry
- Fuel Tank Farm Brochure
- Press release and brochures for a heat exchanger company
- Feasibility study for refinery hydrocracker integration
- Railroad transportation company profile
- Report on preliminary risk and operating safety analysis
- Specification for ice roads, pads and bridge construction
- Site subcontractor qualification procedure
- Specification for process analyzer system
- Bills of materials, packing lists and waybills
- Facility completion and turnover procedure
- Operation Manuals for a major car manufacturer
- Project descriptions for a leading SCADA company
- Technical requirements for associated gas treatment unit
- Specifications for screw and reciprocating compressor units
- Proposal for supply of automated firefighting system
- Patents for mechanical equipment
- Proposal for seismic survey services
- License agreement for geological exploration
- Shareholder agreements

SOFTWARE: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, WordPerfect, AutoCad, Visio, CorelDraw, Macromedia Dreamweaver, Adobe Acrobat, Adobe InDesign, Adobe Illustrator, Adobe Framemaker, Trados Freelance, MultiTerm

REFERENCES: Available upon request