

MAIA KHECHINASHVILI

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SUMMARY OF QUALIFICATIONS:

- Wide experience in translation of scientific articles, information materials, technical translation/interpretation German-English-Georgian-Russian languages;
- Fields of expertise: education, arts, law, insurance, tourism/travel, health care, social sciences etc;

EDUCATION

1983 – 1985	Institute of Oriental Studies, Moscow
1977 – 1982	Georgian State University, Tbilisi Department of Oriental Studies

RELEVANT WORK EXPERIENCE

1997 – present	Freelancer Translator and Interpreter - Translation services in German, Russian, English, and Georgian;
2011 – 2013	Georgia Insurer Association (GIA), Tbilisi Project Assistant & Translator - Translation and editing of training materials; Consecutive translation of the trainings (English><Georgian, German><Georgian)
2002 – 2004	NGO “Partnership for Social Initiatives”, Tbilisi Project Coordinator - Translation and reviewing of articles and web-site materials (English>Georgian)
1999 – 2001	Siemens AG Representative Office, Tbilisi Executive Assistant/Interpreter - written translation of different materials (technical, legal etc.), interpreting (German><Georgian)
1993 – 1999	Institute “Techinpormi”, Tbilisi Translator, Interpreter- - Translation of (mostly) technical documentation (German><Georgian, English>Georgian)

LANGUAGE SKILLS

Georgian - native

Russian – native

German – fluent

English – fluent

COMPUTER SKILLS:

- MS Office applications, Adobe Acrobat, Adobe Photoshop