

CURRICULUM VITAE MECHTI SULEYMAN

Date of Birth: 21 April 1972 **Citizenship:** Azerbaijani
Place of Birth: Baku, Azerbaijan **Marital Status:** Married
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Qualifications:

1997 - 2000 4 Year Bachelor's Degree in Biblical Studies
Maryland Bible College and Seminary, MD, USA

Positions:

June 1994 – June 1995: Interpreter/written work translator, 'SHARQ' News Agency
1995 - 1997: Freelance simultaneous & consecutive interpreter/written translator
2000 - present: Freelance simultaneous & consecutive interpreter/written translator
February 6, 2013 - present: Employed by PSG (key Contractor of SOCAR) as an interpreter/written Translator
January 2009 – present: Provides Technip Maritime Oversees LTD with translation services.

Capability summary

- Translator and interpreter, specializing on simultaneous oral and written documented text translation in all formats and any category.
- International experience across a range of disciplines including legal translations, impact assessment, risk assessment, and technical publications.
- These skills are supported by project and personnel coordination experience, and an understanding of the needs of high-profile multinational clients.
- This background is complemented by outstanding written and oral communication skills that have been applied at a range of levels in corporations and governments.
- Computer system knowledge base, software packages and operating environments, such as Windows NT-2000-XP-2007, Office (all components), visual and publishing designing packages, as well as image and audio/video editing-processing software (Adobe Photoshop, CorelDraw, Adobe Illustrator, Adobe Premiere and DVD Maker Deluxe, Canopus, Pinnacle Studio 8-9, Steinberg Wavelab, Soundforge, CoolEdit Pro V.1-2 (Adobe Audition 1.5), Cubase, Sonar, etc.).
- The above is complemented by experience in short audio and video film and media production for personal and commercial purposes.

Professional experience

Translator and interpreter since Spring 1994, main activities are inclusive of translation of news, books, articles, guidelines and publications for various local and international clients.

Over 19 years of experience in theoretic and field linguistics, embracing a wide range of legal translation, conference, seminars, workshops, high-profile government official meetings and training projects.

Led simultaneous translation in Tehran, IRI, during the Conferences arranged by the Caspian Environmental Programme (April 2001, November 2003), events involving official representatives of the Caspian Littoral states and UNDP. Also was one of key members of simultaneous interpretational panel in the course of presidential elections (November 2004), as well as International ECO Forum and Cooperation Agreement signature procedures.

In 2005, provided CEP's Almaty Office with simultaneous interpretation services, as well as the World Bank office in Astana. On occasion was contracted to perform simultaneous interpretation for official meetings, researches and studies for Kazakhstan North Caspian Operating Company (Agip KCO) and other reputable clients, such as Ministry of Environment Protection of Kazakhstan and UNDP. This included Translation QA of survey procedures, assessment of survey translation results, translation QA of survey reports and of Environmental Impact Assessments (EIAs).

Other experience has been in publications, coordination and administration, identification of best practicable simultaneous international communication option (BPSICO), translation of the environmental sections of decommissioning plans (including design and implementation of pre-decommissioning surveys), permit applications, and a wide range of EIAs, ranging from large-scale studies to 'mini' EIAs for individual tasks in projects with prior approval.

Responsible for translation, quality assessment and formatting of a large number of (but not limited to) environmental surveys, civil engineering blueprints, offshore oil & gas exploration reports, operational manuals covering technical specifications & use of generator sets, floating booms, semi-submersible rigs & floaters, etc. This involved assistance in drafting and revision of standard operating procedures for (but not limited to) biological survey and sample analyses, later applied in training external biological technicians and scientists. This involved:

- Assistance and translation in training staff, ISO9001 quality management system
- Assistance in planning, conducting, reporting on and translating environmental paperwork, including presentations to clients (BP Amoco, EXXON-Mobil, AIOC, Agip KCO)

Participated in simultaneous interpretation of over 2500 conferences and similar public events locally and abroad (Islamic Republic of Iran, USA, Kazakhstan, Italy, Turkey & Russia) in a broad range of fields. These include education, athletics, banking & financial sector, oil & gas exploration & production, engineering, hardware & software development, construction, environmental, medical, legal regulations, contracts & tenders, etc.

On November 24 through 28, 2013, provided simultaneous interpretation (and written translation) during the Workshop on Tripartite Social Dialogue held by the International Training Center of ILO in Turin, Italy.

Other activities have included:

- Translation and interpretation of (but not limited to) proposals and tenders for environmental and hydrocarbon research support to offshore and onshore activities.

Language	Written	Verbal	Understanding
English	Excellent	Excellent	Excellent
Russian	Excellent	Excellent	Excellent
Azerbaijani	Excellent	Excellent	Excellent

Letters of recommendation are available upon request