



ELENA SHEVERDINOVA

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RESUME

HIGHLIGHTS OF QUALIFICATIONS

- Experienced and dedicated professional interpreter and translator
- Russian (A), English (B). Comprehensive Spanish and Ukrainian. Basic German
- International interpreting and translation experience in the United States, Russia, Spain, Puerto Rico, Egypt, Georgia, Armenia, Azerbaijan, Ukraine, Belarus, Moldova, Tajikistan, Uzbekistan.
- Interpreting mode: simultaneous, consecutive, summary, site translation
- Translation quality: accurate human translation method preferred with full attention to every semantic detail
- Specializations: law, business, immigration, political asylum, journalism, tourism, information systems, education, medical and technical, conferences
- Multitasking, project focusing, competent professional with interpersonal communication ability and a balance of assertive and cooperative characteristics for achieving positive results

EDUCATION

- *Master's Degree in English Language, English Literature and Translation Studies*, Kuban State University, Russia, 1986
- *Russian Language Certified Court Interpreter*, Supreme Court of Florida, USA, 2008
- *Master of Science in Hospitality Management*, Florida International University, USA, 2002
- *Certificate of Specialist in Intensive Foreign Language Education (English)*, Moscow University, Kitaigorodskaya Advanced Center of Intensive Foreign Language Education, Russia, 1989
- *Certified Official State English/Russian Language Interpreter/Translator/Manager*, Institute for Managers of the State Committee of International Tourism, Sochi, Moscow, USSR, 1987

CONTINUED EDUCATION

- The Translation Market: A World Literature and Translation Summit, FL, USA, 2007
- State Court Interpreter Consortium Qualification Examination, USA, 2006
- Weston Community School Japanese 1 Language Course, USA 2006
- Cambridge Conference Interpretation Course 2005, UK
- Immigration Court Interpreters' Annual Seminar, FL, USA, 2005 to present
- BGS Qualification Examination (Immigration Court), USA, 2005
- ATA and Court Consortium seminars and training courses, USA – 2003 to present

PROFESSIONAL AFFILIATIONS

- American Translators Association (ATA)
- National Association of Judiciary Interpreters & Translators (NAJIT)
- The Union of Translators of Russia (UTR)
- National Council of Interpreters of Health Care (NCIHC)
- Association of Translators and Interpreters of Florida (ATIF)

SELECTED PROFESSIONAL EXPERIENCE

- *PRIZMA Language Services*, Weston, FL, USA, Interpreter/Translator/President, 2003 – present
- *The Annual International Anti-Money Laundering Conference and Exhibition*, FL, Conference Interpreter, 2004, 2006, 2007, 2008, 2009, 2010
- *JAFRA Cosmetics*, FL, Conference Interpreter, 2009
- *Daimler Global Parts Conference*, FL, Conference Interpreter, 2009
- *Allied Productions – Research Labs Conference*, FL, Conference Interpreter, 2007
- *Library of Congress' Open World Program, Rotary International, the City of Coral Springs*, FL, Official Russian Delegation Interpreter, 2006
- *Schering-Plough Research Institute's Nasonex Conference*, FL, Conference Interpreter, 2006
- *SEFLIN (The Southeast Florida Library Information Network) Technology Summit*, FL, Conference Interpreter, 2006
- *U.S. Immigration Court*, Contracted Court Interpreter, Lionbridge Technologies, since 2005
- *U.S. Attorney's Office*, Miami, FL, Contracted Court Interpreter, since 2004
- *U.S. Federal Court*, Southern District/Middle District, FL, Contracted Court Interpreter, since 2003
- *U.S. Public Defender*, Southern District, FL USA, Contracted Court Interpreter, since 2003
- *McNeil Technologies, Inc.* Springfield, VA, USA, Contracted Language Consultant, since 2003
- *Multiple translation agencies*, USA, Contracted Interpreter and Translator, since 2003
- *The Management Consortium, Inc.*, Hollywood, Florida, USA, Consultant Associate, 2002
- *Moscow City Government (Russia) & The Biltmore Hotel*, FL, Business Summit Interpreter, 1999
- *State Courts*, Broward/Miami-Dade/Palm Beach Counties, FL, Contracted Court Interpreter, since 1999
- *Global Institute of Languages and Cultures / Pratt & Whitney*, FL, Russian Language Instructor, 1998
- *University of Puerto Rico*, San Juan, Puerto Rico, USA, ESOL Professor, 1995 -1997
- *International Expo Sevilla'92- Puerto Rico Pavilion*, Puerto Rico / Spain, Hospitality Center's Foreign Language and Culture Instructor, 1992
- *International Regatta Colon 92*, San Juan, Puerto Rico, USA, Eastern European Tall Ships' Coordinator and Interpreter, 1992
- *Kitaigorodskaya Language Center*, Sochi, Russia, Professor of English, 1990 -1991
- *Soviet-American Film Festival*, Interpreter, Sochi, USSR, 1989
- *Intourist (The State Committee for International Tourism)*, Sochi, USSR, Official State Interpreter, State Translator of Technical Literature, Professor of English, 1986 -1991
- *High School No. 5*, Krasnodar, USSR, Teacher of English, 1985

INFORMATION TECHNOLOGY SKILLS

- Advanced information systems abilities
- Applications: MS Office, Lotus SmartSuite, Adobe, Trados, Multitran, ABBY Lingvo 12, ACT!, Springer Miller Systems, Desktop Publishing
- Internet research, data gathering and IT communication

OTHER

- U.S. citizen
- References available upon request