**MARIA DURAN**

275 Bay 37th Street, Apt. LO2, Brooklyn, NY, 11214

347 303 2608

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**SUMMARY OF QUALIFICATIONS**

**Multi-Lingual Professional** with specialized knowledge and expertise in interpretation and translation. Extremely knowledgeable interpreter with a strong command over English, Russian, Romanian, and Swedish. Experienced translator with the ability to translate documents from a source language to target language. Specialized in literary translations and certified as a translator and interpreter. Quick learner with the ability to communicate effectively and clearly with individuals in different professional and social backgrounds. Highly adaptable to constantly changing environments and eager to overcome challenges. Highly effective in both a collaborative and individual setting and has excellent oral and interpersonal communication skills. Highly organized and attentive to detail. Career supported bya **Bachelor of Arts in Philology from Department of Applied Linguistic**.

**AREAS OF EXPERTISE**

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| * Leadership / Supervision
 | * Cultural Sensitivity
 | * Oral / Written Communication
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| * Program Management
* Linguistics
 | * Training / Development
* Human Relations
 | * Records Management
* Microsoft Office Suite
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**PROFESSIONAL EXPERIENCE**

**One World Observatory – New York, USA**

**2015-present**

**Observatory Ambassador**

* Communicates with clients by greeting and directing them; gives them information in regards to Observatory experience, working hours, ticket options and prices
* Applies due diligence in regards to clients admission
* Assists security officers with screening guests, while advising guests with security policies and procedures
* Operates 5 elevators using unique technology platforms, while ensuring safety protocols are followed
* Operates Observatory theater presentations; greets, invites and directs guests into the theater

**Samres South – Chisinau, Moldova 2011 – 2012**

**Multi – Lingual Translator / Call Center Operator**

* Initiated immediate response towards the concerns of clients; coordinated public transportation for over 200 clients based in Sweden and Norway
* Communicated extensively in Swedish with elderly and disabled clients in order to successfully assist with client transportation requests
* Maintained proficiency in the Swedish language in order to efficiently communicate with clients; effectively communicated with medical professionals; requested necessary transportation for 400 patients and medical staff

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**Organization for Security and Cooperation in Europe (OSCE) – Soroca, Moldova 2009 – 2010**

**Freelance Translator/Interpreter, Office for Democratic Institutions of Human Rights**

* Provided translation services to two short-term observers and assisted the observation mission for parliamentary election in Moldova
* Assisted in providing translation services from Romanian and Russian languages to the English language
* Accompanied 20 foreign observers to various jurisdictions and districts in order to further and effectively assist them with election officials
* Demonstrated effective and accurate translation services in order to support the observer’s mission to assess the electoral process in accordance with international standards for democratic elections and domestic legislation
* Guided OSCE foreign observers and assisted them with cultural peculiarities

**EDUCATION**

Bachelor of Arts in Philology from Department of Applied Linguistic,

Moldova State University, Chisinau, Moldova, 2007

**Study Abroad:** Swedish Language and Literature, Study Abroad Program, Sweden, 2006

Swedish Culture and Language Summer Courses, Study Abroad Program, Sweden, 2003

**CERTIFICATIONS / HONORS**

NAATI Accreditation (National Authority for Translators and Interpreters, Australia), 2010 – 2012

**LANGUAGE PROFICIENCY**

Russian – Native speaker

Romanian – Native speaker

English – Fluent

Swedish – Effective working knowledge

French – Basic knowledge

**TECHNICAL SKILLS**

**Software:** Microsoft Office (2003, 2007, 2010)

Microsoft Office Suite (Word, Excel, PowerPoint, OneNote, Outlook), SharePoint

**Operating Systems:** Mac / Microsoft Windows (95, 98, XP, Vista), Windows 7, Windows 8