**Natalie Usova**

**464 Gorge Road, Apt.4E**

**Cliffside Park, NJ 07010**

**Tel/fax: 201-945-7385**

**Email:** Natalie@worldclasstranslation.com

**www.worldclasstranslation.com**

**20+ years of experience as an in-house and freelance translator**

**Daily capacity 3500 - 5000 words. (Depending on the Subject of the Project)**

**AREAS OF EXPERTISE:**

#### General

#### Legal

#### Marketing

#### Finance

#### Technical

#### Advertising

#### Business

### *Export Import Compliance*

#### Certificates, Diplomas, Academic Transcripts

#### Immigration

### *Web sites*

***Etc.***

**QUALIFICATION: English teacher, English-Russian translator/interpreter**

**RATES:**

#### 0.075 Euro / word for translation and 0.035 for proofreading .

#### 0.085 USD / word for translation and 0.045 for proofreading .

#### USD 25.00-35.00 per page depending on urgency and complexity

#### Interpretation: USD 35.00 per hour

#### All Rates Are negotiable Depending on the (Subject + Words count) of the Project

**WORLDCLASS TRANSLATION – opened a translation services company. Russian Translator, Legal Assistant (2000- present). New York Tri-State area**

### Translation of supporting documentation for immigration petitions for the law offices of Sergei Orel and other immigration offices for “green card”, refugee and political asylum cases

### Interpretation at deposition on personal injury case, “Weitz and Luxenberg” Law firm, New York, New York

### Translation of Birth, Divorce, Death, Marriage Certificates, Diplomas and Academic Transcripts for Russian-speaking clients for submission to immigration offices and evaluation agencies

### Translation of prenuptial agreements for American and Russian clients of the matrimonial law firm

### Translation of autopsy report and forensic expertise for criminal law firm

### Assisted Russian-speaking clients in traffic violation and immigration courts as Russian interpreter

### Assisted corporate law firms by providing translation and interpretation services including translation of legal documents such as Powers of Attorney, Bylaws, Articles of Association, Articles of Incorporation, bank agreements, business contracts

### Assisted the President and Senior Management of international freight forwarding corporation as Russian translator in business trips and meeting with ABB Lummus Global and Russian speaking clients from Kazanpromtrans Oil refinery, Tatarstan

### ****In house and Freelance Translator/Interpreter (1984-1997), Moscow, Russia:****

### ****Worked on various projects as interpreter/translator assisting senior executives of the companies “Gold Star Co. Ltd.” of South Korea, Joint-Stock Company "M-TEL" Mannai Telecommunications, ABB Lummus Global Inc., providing Russian-English translation services****

### ****Soviet-British Creative Association”, Moscow, Russia. Bilingual Project Assistant****. **Assisted BBC radio and television crews producing Russian cultural and social documentaries for the English-speaking viewers; interpretation, translation**

**EDUCATION:**

**BERKELEY COLLEGE, New York, New York (2013) - completed a course in Business Law and Accounting for Managers and Paralegals**

**Upon completion of the program, obtained the knowledge and understanding of the following concepts and procedures:**

**Corporate Law: Evaluating various types of business entities; Partnerships, LLCs, Corporations- formation, corporate finances, management, dividends, Securities Act of 1933, 1934, EDGAR**

**Contract Law: Uniform Commercial Code, Statute of Frauds, contract formation, breach and remedies, drafting contracts, sponsorship agreements**

**Accounting: Compliance with Sarbanes - Oxley Act of 2002, its impact on internal controls and financial reporting. Preparation of Balance Sheet, Income Statement, and Statement of Cash Flows**

**FAIRLEIGH DICKINSON UNIVERSITY, Teaneck, New Jersey. Paralegal (2010-2011)**

**A.B.A. Approved Paralegal Studies Program. Certificate of Completion 2011.GPA 3.926 (Civil Litigation, Tort, Personal Injury, Family Law, Ethics, Criminal Law, Estates, Wills, Trusts; Real Estate and Mortgages, Corporate Law, Advanced Contracts, Civil Practice Law and Rules, New York Practices, Federal Rules of Civil Procedure, Electronic Discovery )**

**MOSCOW PEDAGOGICAL UNIVERSITY, Bachelor’s and Master’s Degrees in Foreign Language Teaching (English and German), Moscow, Russia (1979-1984)**

**CORPORATE CLIENTS: GoldStar, Johnson &Johnson, Mannai Telecom, Exim-Bank, BBC Radio & Television, ABB Lummus Global, Weitz and Luxenberg, Law Offices of Ashok Menon, Law Offices of Sergei Orel , ADF Investigation Services**

**COMPUTER SKILLS: working knowledge of Microsoft Word, Outlook, Adobe, Excel, Power Point, Lexis-Nexis, Concordance, West Law**

**LICENSES: New Jersey Notary Public**

**LANGUAGES: English, German, native Russian**

**PERSONAL SKILLS: self-motivated, self-starter, diligent, strong organizational and interpersonal skills, proofreading skills, sense of confidentiality, professionalism, ability to multi-task, balance workload and work under pressure, exercise sound judgment; courteous and can-do attitude, flexibility with overtime.**