

RESUME:

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OBJECTIVE

My current objective is to secure a position allowing me to achieve a higher level of professional development in the field of translation from and into foreign languages.

KNOWLEDGE, SKILLS, ABILITIES

- * Professional interpretation, written translation and teaching skills
- * Knowledge of English, Russian, French, Italian and Spanish
- * Professional written/verbal communication and interpersonal skills
- * Excellent customer service and phone skills

- * Ability to work with people belonging to different age groups and having different cultural backgrounds and personalities
- * Ability to meet deadlines and complete assigned tasks in a quality manner
- * Research, analytical and proofreading skills

- * Computer literacy (MS Word, Excel, PowerPoint, Outlook, Adobe Acrobat, Internet)
- * Familiarity with HTML and applications like Front Page, Dreamweaver, Fireworks, Photoshop, reciprocal link exchange management

EDUCATION

Department of International Relations at the State University of Nizhniy Novgorod, Russia

Ph. D. Degree in International Relations (2000-2003)

Department of English at the State Linguistic University of Nizhniy Novgorod, Russia

Master's Degree in Linguistics and Intercultural Communication, Honors Diploma (1995-2000)

WORK EXPERIENCE

Freelance Translator (OneHourTranslation, jobs from TranslatorsCafe)

Performed accurate and timely translation from French to English, Russian to English, English to Russian for various clients in accordance with their requirements.

ESL Instructor
Capitol City Careers (Austin, TX)

Exercised job responsibilities by bringing ESL learning in line with the life and careers goals of adult ESL students that have different educational and diverse cultural backgrounds, as well as:

- * creating lesson presentations and various learning activities for ESL students; performing the students' language proficiency evaluation and preparing progress reports;
- * working closely with the program coordinator and staff members on determining the best suitable strategies and curriculum for teaching ESL to groups and individual students with different levels of language proficiency, as well as on addressing different emerging issues.

Interpreter

Language Line Services (servicing clients nationwide, with headquarters in Monterey, CA)

Facilitated communication between representatives of various American and British organizations and limited English proficient consumers seeking access to banking, medical, legal, insurance, telecommunications, 911, utility, social and other services by:

- * providing thorough telephone-based consecutive interpretation services for Russian-speaking clients of a variety of companies nationwide;
- * placing conference calls and performing data entry.

Translator

Topspot.Inc. (Austin TX)

Contributed to the development of an American company's international clientele by:

- * providing linguistic support and enhancement necessary for online advertising of the company's services;
- * performing complete website translation (Italian-English, English-Italian), website editing/maintenance, including some graphic and banner ad design, updating and improving source HTML.

Lead Teacher

State University of Nizhniy Novgorod (Nizhniy Novgorod, Russia)

Departments: International Relations, Political Science, International Political Communication and Regional Studies

Efficiently raised the levels of foreign language proficiency of the University students, expanded their knowledge of language and intercultural communication-related issues on the national and international level by:

- * preparing detailed lesson plans and teaching English as a foreign language, intercultural communication and English-speaking Country Studies;
- * introducing new academic courses in English;
- * developing and administering various foreign language tests and exams;
- * collaborating with the dean and faculty on the curriculum development and teaching methods, as well as arranging foreign language tutoring sessions.

Teacher

Preparatory School "International Relations Expert" (Nizhniy Novgorod, Russia)

Provided for the school students' all-round preparation for college studies and future careers by:

- * maintaining appropriate levels of students' foreign language proficiency, broadened the students' outlook and cultivated their multicultural awareness;
- * preparing lesson plans and teaching English as a foreign language, English-speaking Country Studies, and intercultural communication;
- * developing and administering oral and written communication skill tests;
- * working closely with the school director, staff, and the students' parents on various educational issues;
- * arranging optional individual French tutoring sessions.

Teacher

State University of Nizhniy Novgorod (Nizhniy Novgorod, Russia)

Major responsibilities included:

- * preparing lesson plans and teaching English as a foreign language, English-speaking Country Studies, and intercultural communication;
- * coordinating foreign language written and oral communication practice sessions;
- * administering tests to assess the University students' language proficiency;
- * working together with the department dean and faculty on addressing issues related to teaching methods, curriculum and scheduling, as well as providing additional professional foreign language support (translation/interpretation), as assigned;
- * developed lesson plans for tutoring and arranged individual foreign language classes when needed;
- * attended international and regional scientific conferences and published academic articles devoted to international relations and intercultural communication issues.

Teacher

Nizhniy Novgorod Academic School No. 186 (Nizhniy Novgorod, Russia)

Job duties consisted in providing comprehensive foreign language preparation to ensure appropriate levels of the students' foreign language proficiency for college admission exams by:

- * developing lesson presentations and various learning activities;
- * conducting tests and exams to evaluate foreign language proficiency;
- * working closely with the school principal, the staff and the students' parents to develop efficient teaching strategies;
- * arranging individual tutoring sessions when necessary.

ADDITIONAL INFORMATION

- * Completed a translation course and successfully passed the respective tests at the Linguistic University in Nizhniy Novgorod, Russia.
- * Completed and interpreter training course and successfully passed the final consecutive interpreting test before getting employed with Language Line Services in the USA.