**NATELA BRUCE**

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**Profile**

A highly experienced translator/interpreter who is totally dedicated to her work. Her skills include translating from English into Georgian and vice versa, as well as from English into Russian and vice versa. A true professional, highly motivated, she has an impressive track record of 30 years translating for various firms and individuals, in almost every field available.

**Skills**

* A highly ambitious translator who takes pride in her work and tries her maximum to achieve a brilliant result.
* Easy to deal with, good communicator, very flexible and attentive to the client’s needs.
* Excellent presentation, with a good eye for detail.
* Understands the importance of placing the customer first, and complying with their requirements.
* Able to quickly prioritise jobs under pressure, and to anticipate the changing needs of customers.
* Uses everything in her power to meet the highest of standards.
* Honest, reliable, trustworthy; always meeting the deadlines

**Employment History**

2013 – now Translation for voice Over and subtitle with Matinee Multilingual;

Translating/Interpreting for UK Language Solutions, Convocco and

Premium Language Services

2007 – 2013 Freelance Translator in Georgia

1999 – 2007 Raising family, with responsibilities like multi-tasking, managing the

household budget, giving private lessons of English whenever possible.

1995 – 1999 Teacher of English at the American College “School of Tomorrow”, taught

Georgian pupils English and various subjects in English.

1991 – 1995 Translating/Interpreting for Professor Vazha M. Okujava, at the Institute

of Neurology, translated and typed Dr Okujava’s medical works as

well as managed his correspondence with his foreign colleagues.

1990 – 1991 Interpreter at Metechi/Sheraton Palace Hotel in Tbilisi, Georgia,

interpreting at various meetings of international staff and guests.

1987 – 1990 Translator at the Laboratory of Radiation Physics of Solids, at Tbilisi State

University, a challenging but interesting experience to translate works of

physicist colleagues.

1985 – 1987 Proof reader at Printing House No 1 in Tbilisi, Georgia.

**Education and Training**

1969 – 1979  Secondary School No 143 of Tbilisi, Georgia

1980 – 1985 Tbilisi State University,  **Master’s Degree in**

**West Eoropean Languages/Literature**

**Additional Information**

Good all-round IT skills.

**Interests**

Reading and translating fiction (some of these translations published in a literature magazine), walking, travelling and exploring new places, listening to classical music.

**Personal References available on request**