**YELENA BEDROSSIAN**

Los Angeles, CA, USA

Email:yelenat@sbcglobal.net

**SUMMARY**

A dedicated freelance translator based in Los Angeles, California, offering linguistic solutions and support for English, Armenian and Russian languages. I am a native speaker of both Armenian and Russian with an excellent command of English. I consider myself to be highly motivated with a solid reputation for quality and accuracy in translations.

**PROFESSIONAL OBJECTIVES**

I wish to use my qualifications and knowledge in a productive and rewarding way as a freelance translator to become a recognized partner and a valuable resource for translation agencies. I aim to build on previous experience to further enhance the quality of the services that I offer, and to continue my career within the translation industry.

**WORK EXPERIENCE**

**Freelance Translator / Interpreter / Language educator (2001-Current)**

* Operate all aspects of freelance translation services in English, Armenian and Russian languages.
* Movie and television sitcom translation experience.
* Biblical translations for various Christian Church organizations.
* Technical manual translations for various telecom organizations operating in Armenia.
* Document translations for different independent agencies and businesses throughout the Greater Southern California area.

**Translator/Linguist, New Age Trance Script - Burbank, California (04/2005 -09/2010)**

* Translation and editing of both technical and creative material in the fields of Law, Medicine, Business, Technology, Entertainment, Biblical, Economics, Fiction, General.
* One-stop Transcription/Translation, subtitling, dubbing, voice over.
* Business liaison between the French and English speaking communities.
* Wrote all promotional materials and conceptualized multimedia websites.
* Developed educational content for a foreign language training system targeting the private, business, and government sectors.
* Collaborated with programmers, animators and speech recognition experts.
* Created new creative resources, auditioned and directed voice over talents.

**Substitute Teacher, Santa Monica Blvd. Community Charter School, Los Angeles, California. (09/2005-08/2009)**

* Preparing teaching materials for K-6 grade/classes.
* Teaching all subject matter with more emphasis on ESL as guidance.
* Assigned and evaluated class work and homework.
* Preparing the students for various upcoming standardized tests.

**English as a Second Language (ESL) Teacher, Usum Private School, Yerevan, Armenia. (09/2001-12/2004)**

* Introducing the 1-6 grade students to the English language alphabet, phonics, vocabulary and grammar.
* Developing excellent English language writing, reading and comprehension skills.
* Assigned and evaluated class work and homework.
* Introducing the students to English literature.

**EDUCATION**

**09/1997-05/2001: BA in English Language, Artsakh State University, Stepanakert,Armenia.**

Skills developed:

* Independent project work has developed my analytical thought and ability to manage projects effectively.
* Regular group working in teams of 10-15 has improved my ability to build strong working relationships.
* My English language and communication skills were considerably advanced during this period thanks to participating in and making presentations on various political issues for the English-Language club organized by lecturers from the USA.
* Extracurricular activity with participation in the University’s first official French club **(CLEF, France-Armenie).**

**SKILLS**

* Languages: Armenian (Native), Russian (Native), English (Proficient), French (intermediate) , Spanish(basic).
* IT: Competent in Microsoft Office software including Word, Excel ,PowerPoint ,Explorer, Outlook, SDL Trados 2009 ,SP3, SDL Multiterm.
* Proofreading and editing
* Typing: 50 WPM

**CERTIFICATES**

* Bilingual (Armenian-English)(oral and written) Differential Certificate
* Medical Terminology 1
* Medical Terminology 2
* Medical Terminology 3
* ICD-9/ CPT Coding for Medical Insurance
* State of California Commission on Teacher Credentialing

**INTERESTS**

Travel- I enjoy meeting people from different countries and experiencing new cultures. I have travelled and translated in countries such as Armenia, Georgia, Russia, Germany and Great Britain.