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Nationality: New Zealander

Career Objective:

To gain a role with a reputable organisation where I can apply my knowledge, talents and passion. I have a range of skills including excellent translation service delivery, language, cultural awareness, people relationship and organisational abilities. I am seeking a translation projects where I can add value to the business by producing quality work and on-going superior results.

Professional Skills and Competencies:

Interpersonal and Communication Skills:

- Superior interpersonal skills including very strong verbal and written abilities delivering clear and concise communication
 - Ability to engage with people at all levels and from all backgrounds
 - Accomplished networker, developing and maintaining excellent relationships with all customers and decision makers
 - Active listener and fast learner quickly picking up new ideas and concepts
 - Very good telephone manner always respectful and diplomatic
 - Strong public relations and brand awareness skills
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Language and Multicultural Skills:

- Excellent language skills, fluent in both English and Russian and can speak and understand basic conversational Maori
 - Full knowledge of the Treaty of Waitangi and being culturally aware and respectful of other cultures and beliefs
 - Has studied and excelled in; He Timatanga: Engaging with Maori, Mahi-a-Ringa: Introducing Traditional Material Culture, Te Tiriti: The Treaty of Waitangi, Taonga: Maori Material Culture and Wairua: Maori Spiritual Beliefs
 - Awarded the Te Reo Completion Scholarship for outstanding course grades
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Customer Service and Workplace Competencies:

- Produces quality work within the required timeframes and deadlines
 - Superior customer service skills always aiming to exceed expectations
 - Can be counted on to go the 'extra mile' whenever it is required
 - Attention to detail combined with a drive for continuous improvement
 - Completely professional, loyal, astute, displaying integrity and reliability
 - Highly organised with the ability to multi-task focusing on the desired outcomes
 - Follows processes and procedures in line with company standards and requirements
 - Strong work ethic providing one hundred percent commitment to everything undertaken
 - Flexible and accommodating adapting to changing demands and work place needs
 - Good administrative skills, extremely accurate with data, cash handling and processing
 - Calm and collected making informed decisions even under pressure
 - Actively seeks opportunities for ongoing learning and self-improvement
 - Good awareness of occupational health and safety
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Teamwork and Contribution Competencies:

- Results focused concentrating on exceeding team or individual goals and targets
 - Passionate and self-motivated inspiring others to achieve more
 - Content to work alone or as a member of a team
 - An innovative and creative thinker often developing resourceful and useful ideas
 - A total appreciation of and sensitivity to different cultures, perspectives, beliefs and needs whilst providing respect for everyone
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Technology and Computer Skills:

- Competent and savvy with modern technology
 - Advanced computer operational knowledge especially with Microsoft systems
 - Very proficient keyboard skills and competent with Word, Excel, Outlook, PowerPoint, Publisher, OneNote, Explorer, Firefox and Google Chrome
 - Good fault diagnostic and trouble-shooting skills
 - Ability to learn new in-house computer systems quickly and apply the knowledge
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Work History:

March 2015 – Current:

Little Kiwi Linguist – Christchurch

- Founder, translator and language teacher
 - Translating text/documents from Russian to English
 - Editing and proofreading texts
 - Teaching English and Russian to learners aged 8 to adult
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October 2013 to March 2015:

Ministry of Social Development – Christchurch

- Collections officer negotiating sustainable and affordable recovery arrangements with clients owing money to MSD
 - Identifying and using best practices to maximise the effective management of money owed to MSD
 - Developing and utilising effective networks to assist in the teams' performance
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July 2013 2008 to July 2014:

Russian Cultural Centre – Christchurch

Administration Support and English Language Tutor

- ESOL Teacher providing English language tuition to speakers of other languages
 - Voluntary administration work whilst seeking a full-time job
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Jan 2008 to Feb 2010:

City Education – Christchurch

English Language Tutor

- Provided English language tuition to a range of students whilst studying
 - Taught in both one-on-one and classroom situations
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Dec 2007 to Nov 2008:

University of Canterbury – Christchurch

Academic Support Tutor (fixed term, casual role)

and **International Assistant and Mentor** (voluntary role)

- Worked in the Maori Development Team at the University of Canterbury, assisting students with disabilities via the Tutoring Support Programme
 - Mentoring and supporting of International Students in a range of sectors including enrollment, course selection and general challenges experienced in university life
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Education and Memberships:

New Zealand Society of Translators and Interpreters

- Member Translator – Native language English – Working language direction: Russian to English. Member number 1221.
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Auckland University of Technology (AUT)

- **Graduate Diploma in Arts (in Translation):** Russian to English – 2017
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Lomonosov Moscow State University – Outbound Exchange Component to Russia

- **Bachelor of Arts Honours:** Russian Language and Grammar Practicum, Russian for Mass Media Communication, Realities of Russian Culture and Russian History – 2013
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University of Canterbury:

- **Bachelor of Arts Honours:** Russian Culture and Advanced Russian Language – 2012 to 2013
 - **Bachelor of Arts:** Triple Major in Sociology, Russian and Maori Studies – 2007 to 2010
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Notable Awards:

Outbound Exchange Award Scholarship

- Awarded the 'Outbound Exchange Award' Scholarship (to Moscow) on the basis of high academic achievement – 2012
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University of Canterbury Te Reo Completion Scholarship

- Awarded the Te Reo Scholarship for outstanding course grades – 2008
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Referees:

- Referees are available upon request