

Meline Avetisyan-Monroe

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TranslatorsCafe: <http://www.translatorscafe.com/cafe/member126221.htm>

GMT -4

Translator/Interpreter: *Armenian-Russian-English-French*

Skilled Translator with a strong command over English, Russian and Armenian and over 14 years' hands-on experience with multinational clients. Fast and efficient translation/interpreting services with attention to details, meet operational deadlines with accuracy and quality, always satisfied customers, lowest rates.

- Well versed in providing system-wide foreign language translation services in order to facilitate communication
- Able to adhere to interpretation standards and conforming to code of ethics
- Hands on experience in providing both translating and interpreting services

Professional Experience

1998-1999, Secondary school N5, Teacher of English, Armenia

2000-2005, NKR State Service of Statistics, Translator, Armenia

2005-2014, MTS-Armenia, Leading mobile telecommunication company, Marketing Dept-t, Int'l Services, Roaming specialist and Budget Controller, Armenia

2000 – to present, Translator/Interpreter, Armenia – USA

My recent works refer to medicine, medical and healthcare, insurance, metallurgy, tech and telecom, transport and transport construction, legal and formal docs, economy and banking, e-commerce, evaluations, surveys, researches and questionnaires, audio & video transcription and translation.

- Provide oral and written interpretation and translation services
- Proof read and edit written materials
- Check original text to ensure that translation is accurate
- Adapt translations to grade levels as instructed
- Verify information from original text in order to ensure appropriate interpreting
- Ensure that all written translations conform to the original text in terms of technicality and terminology
- Discuss interpretation requirements with clients to ensure error free documents
- Ensure that both content and style of statements in communicated effectively
- Proofread end document and make any necessary changes

- Listen carefully to conversations and provide verbatim interpretation
- Ensure that the context of the language isn't altered during interpretation

List of projects completed in 2014-2017:

Medical & Healthcare:

- ✓ ALTA (Alta California Regional Center, ACRC), *EN>RU translation, 22K words*
- ✓ Molina Dual Options 2018 MMP; *EN>AM translation, 3K words*
- ✓ Providence Saint Joseph Medical Center: Study AMG 423 (Omeceamtiv Mecarbil), *EN>AM translation, 7,3K words*
- ✓ INC Guidelines, National Cancer Institute, *EN>AM translation, 7,8K words*
- ✓ Breast Cancer Treatment, National Cancer Institute, *EN>AM translation, 11,6K words*
- ✓ IMBRUVICA (ibrutinib) Investigator's Brochure, *EN>RU proofread/edit, 39,5K words*
- ✓ IMBRUVICA (ibrutinib) Investigator's Brochure, *EN>RU translation, 2,7K words*
- ✓ Dignity Health Member handbook 2017; *EN>AM translation, 16K words*
- ✓ Anthem Blue Cross: Medi-Cal Member handbook; *EN>AM translation, 26,5K words*
- ✓ Molina Dual Options 2017 MMP; *EN>AM translation, 16K words*
- ✓ CareMore Directory, 2017; *EN>AM translation, 7K words*
- ✓ Providence Saint Joseph Medical Center Emergency Department Guidelines; *EN>AM translation, 1,3K words*
- ✓ Informed Consent; Dignity Health; *EN>AM translation, 10,6K words*
- ✓ Informed Consent; Alpha IRB; *EN>AM translation, 20K words*
- ✓ Drug formulary, Dignity Health; *EN>AM translation, 10,5K words*
- ✓ Informed Consent; Copernicus Group, Independent Review Board, *EN>AM translation, 7,5K words*
- ✓ Informed contest; Copernicus Group, Independent Review Board, *AM>EN back translation, 3K words*
- ✓ Prospect Medical Group; *EN>AM translation, 1,5K words*
- ✓ CareMore Directory, 2016; *EN>AM translation, 12,5K words*
- ✓ LA Care Anthem Blue Cross MMP, 2016; *EN>AM translation, 5,4K words*
- ✓ Molina Dual Options 2016 MMP; *EN>AM translation, 35,5K words*
- ✓ Autopsy results, *EN>RU, translation, 4,5K words*
- ✓ Molina Dual Options 2015 Member Handbook, along with appendices; *EN>AM translation, 44K words*
- ✓ LA Care Anthem Blue Cross Member Handbook, *EN>AM translation, 28K words*
- ✓ Hollywood Presbyterian Medical Center Patient Guide, *EN>AM translation and proofread, 12K words*

- ✓ Informed Consent. Parental permission to child for participation in the study; *EN>RU back translation, 11K words*
- ✓ Barlow Respiratory Hospital, *EN>AM proofread & editing, 5,5K words*
- ✓ California Advance Health Care Directive, *EN>AM proofread & editing, 2,5K words*
- ✓ Travel Guard Chartis: Important Forms – Fit to Fly and Flight Clearance, *EN>AM proofread & editing, 2,5K words*
- ✓ Mount Auburn Hospital, Pre-Operative Instructions for Patients Coming to Pretest, *EN>WST AM translation, 0,8K words*
- ✓ Miscellaneous (medical extracts, medical records, autopsy, diagnosis, references, prescriptions, etc.), *EN<>AM, RU<>EN translation, over 50K words*

Metallurgy, Gas, Oil:

- ✓ Caustic soda production, *RU>EN translation, 10K words*
- ✓ A free cutting steel production, *EN>RU translation, 4K words*
- ✓ Gas turbines: field mapping procedure, *RU>EN translation, 6K words*

Transport & Transport Engineering; Electric Engineering:

- ✓ Technical engineering; *EN>AM translation, 0,5K words*
- ✓ Final report: DWS system in Belarus, *EN>RU translation, 65K words*
- ✓ Expression of interest, *EN>RU translation, 8K words*

Public Relations (Projects completed for the European Union):

- ✓ FRONTEX: VEGA Handbook: Children at airports, *EN>AM, translation, 10.9K words*
- ✓ FRONTEX: VEGA Handbook: Countermeasures against smuggling and THB at airports *EN>AM, translation, 9K words*
- ✓ FRONTEX: CIRAM Guidelines 2012, *EN>AM, translation, 28K words*
- ✓ FRONTEX: CIRAM 2012 V6 Interactive, *EN>AM, proofread, editing, 11,5K words*

Finances, Banking:

- ✓ Balance sheet, bank statement, etc. *EN<>AM, 8K words*
- ✓ Budget controlling, *EN<>AM, 8K words*

Legal and Business:

- ✓ ARLIS: Decisions, Orders, Laws of the Republic of Armenia, *AM>EN translation, words 36K*
- ✓ California State Hearing, Mediation, *EN>AM, EN>RU translation, words 18K*
- ✓ Apostille, passport, birth certificate, death certificate, police certificate, cooking certificate, diploma, academic certificate extract, degree, power of attorney, business correspondence, etc., *EN<>AM, EN<>RU, AM<>RU, FR<>AM translation, proofread, editing, 34K words*
- ✓ Court decision; *EN>AM, EN<>RU, AM<>RU, FR<>AM translation, proofread, editing, 42K words*

- ✓ Business correspondence; *AM>EN, RU>EN translation, 12K*

Household appliances:

- ✓ Indesit, Whirlpool: Stove, Coffee machine, Refrigeration system, Freezer, Cooler; other *EN>AM translation, 138K words*
- ✓ Miscellaneous: *EN>AM translation, 7K words*

Gambling:

- ✓ SportBet, Colossus bet; *EN>AM translation, 7K words*

Marketing:

- ✓ *PANDORA Jewelry, EN>AM translation, 28,6K words*
- ✓ "Nature's Way" (products description, content, etc), *RU>EN translation, 5K words*
- ✓ Miscellaneous: *EN<>AM, EN<>RU translation, 9,5K words*

Automotive:

- ✓ DMV California, 2015, *EN>AM translation, 4,2K words*

Natural Sciences:

- ✓ Mathematics, *FR>EN translation 2,5K words*
- ✓ Emerald Harvest Product Guide, *EN>AM translation, 7,5K words*

Education:

- ✓ Atlanta Public Schools, *EN>AR translation, 9K words*
- ✓ Atlanta Public Schools, *EN>RU translation, 6K words*
- ✓ Miscellaneous: *EN<>AM, EN<>RU translation, 4K words*

Logistics: *FR>EN translation 3K words*

Electronics: *EN>AM translation, 4,5K words*

Catering & Restaurant business: *EN>AM, RU>AM translation, 33K words*

Education: *EN<>AR, EN<>FR, EN<>AM, EN<>RU translation, 10K words*

Miscellaneous: *EN>AM, EN<>RU, AM<>RU, FR<>AM translation, proofread, editing, 25K words*

Transcription: *RU>EN, AM<>EN, over 35 hours*

Survey: *EN, AM, over 40 hours*

Evaluation: *EN<>AM, over 25 hours*

Deposition Interpreting: *EN<>AM, 15 hours*

Subtitling: *AM>EN*

QA: *EN<>AM, over 25K words*

Voice-Over: RU<>RU, AM<>AM, 18 hours

Education

Certificate: English language, Churchill House School, Kent, UK, 2011

Diploma in Russian and English languages, Russian Literature; ArSU (Artsakh State University), Armenia, 1995-2000

Classes on French language; SPFA (*Solidarite Protestante France-Armenie*); Armenia, 1998-2000

Tariffs

Translation for all pairs – 0,08 USD per source word; or 20 USD per hour

Proofreading/Editing for all pairs – 0,03 USD per source word; or 15 USD per hour

Transliteration – 0,03 USD per source word

Transcription – 1-5 USD per minute (depending on number of speakers and voice quality)

Subtitling – 1-5 USD per minute (depending on number of speakers and voice quality)

Transcription, Translation & Subtitling – 10 USD per minute

Typesetting – 0,03 USD per source word; or 15 USD per hour

Interpreting for all pairs – 30-50 USD per hour

Over-the-phone for all pairs – 0.2 USD per minute

Test Evaluation – 20 USD per hour

Survey/Questionnaire – 25 USD per hour

Softwares

SDL (Trados 2017, MultiTerm 2017)

MemSource

MemoQ 2015

MS Office 365 (Word, Excel, Access, PowerPoint, Publisher, Visio Viewer)

Adobe 2017 (Acrobat, InDesign, Photoshop, Bridge)

SPOT, subtitling

Payment methods

- PayPal: mavetissyan@gmail.com
- Skrill (Moneybookers): mavetissyan@gmail.com
- Pay check at: 3314 Sherborne Drive, Fort Mill, 29715 SC: for Meline Avetisyan Monroe
- Unistream, MoneyGram, Payoner, Cambridge, Ria transfer

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