



Karina Hunt

7022 Ridge Blvd, #E4, Brooklyn, NY 11209

Cell: 917.842.1584

E-mail: karina.hunt@gmail.com

EDUCATION:

B.A/M.A.

Tartu University, Estonia

Russian Language and Literature

LANGUAGES:

Russian (native)

English (near-native)

Ukrainian (proficient)

Bulgarian (proficient)

Serbian/Croatian/Bosnian (proficient)

Czech (proficient)

Slovak (proficient)

Polish (proficient)

SPECIALIZATION:

Medicine (General, Clinical Trials, Pharmacovigilance, Doctor/Medical Reports, Medical Instruments, Pharmacology, etc.),

Advertising, Arts, Business, Communications, Economics, Education, Fiction, Finance, History, Law, Marketing, Psychology, Social Science, Personal documents and certificates.

PROFESSIONAL EXPERIENCE:

Trustforte Language Services New York, NY
Project Manager/Translator/Editor

1996 – Present

Manage company's top accounts; execute complex multilingual translation projects in accordance with the client's and the company's procedures and quality regulations:

- Assess project scope, determine project flow, budget, and schedule, provide project quotes.
- Manage and instruct a pool of in-house and freelance resources and act as a point of contact, providing guidelines and feedback.
- Coordinate use of translation software tools.
- Maintain client-specific style guides.
- On an ongoing basis, supervise and mentor several project assistants assigned to the account.
- Train and supervise project managers and several project assistants and interns.
- Initiate and oversee the implementation of improvements to process, contract and documentation, pricing and turnaround times for the account.

Translate instructional manuals, legal, business, economic and medical documentation, scientific and art/literature related articles, and other marketing studies from English, Russian, Ukrainian, Bulgarian, Serbian/Croatian/Bosnian, Polish, Czech and Slovak; translate and prepare business presentations in Russian and English languages; proofread and edit various documents in both languages.

CP Language Institute, New York, NY
Russian Language Instructor/Translator

1994 - 96

Led classes for groups of business professionals, concentrating on acquisition of business lexicon and basic grammar; prepared handouts, quizzes, and tests; translated various documents into both Russian and English.

ICD Group Int'l, Inc. New York, NY
Market Research Associate /Translator/Interpreter

1994 - 95

Generated all Russian Language correspondence and contracts for international trading company; performed market research from Russian-language sources and translated to English; interpreted for general manager during logistical and contractual discussions and for visiting associates from the Russian office; translated to English and Russian investment agreements, business plans, sales contracts, and other marketing documents.

WPI, Inc. New York, NY
Russian Language Instructor/Translator

1992 - 94

Created first-year Russian instruction program; led classes in communication skills for Western business professionals; concentrated on acquisition of business lexicon and socio-cultural awareness as well as on basic grammar and vocabulary; prepared lesson plans and handouts, created quizzes, individually met with students to address specific language-learning problems; translated various documents from English to Russian and from Russian to English; interpreted at conferences and business meetings.

Comtek Expositions, Inc. Wilton, CT
Translator

1991 - 93

Generated written materials for trade shows in Russia and advertising text for distribution in Russia, translated official show guides into both Russian and English for computer technology, consumer electronics, food processing, and other trade shows; translated marketing studies for exhibiting companies, acted as liaison with Russian office, interpreted during international phone conferences; proofread various documents in both languages.

COMPUTER SKILLS: Windows; MAC, MS Office, Memsource, XTM.
Extensive Internet search skills.

ADDITIONAL

INFORMATION: Member of American Translators Association
Proz.com profile: <http://www.proz.com/profile/105252>

Clients include multiple translation agencies, such as We Localize, Transperfect, the Language Lab, UC Translations, etc., and a number of organizations such as: World Environment Center, Open Society Institute (Soros Foundation), Board of Education of the City of New York, San Francisco Human Services Agency, New York City Administration for Children Services, Jim Henson Foundation, The Jewish Museum, The Metropolitan Museum of Art, Brooklyn Museum of Art, HBO, pharmaceutical companies, hospitals, banks, numerous law firms, and others.