

## KARINA HUNT

### EDUCATION:

**B.A./M.A. Russian Language and Literature** - Tartu University, Estonia

### LANGUAGES:

Russian (native)  
English (near-native)  
Armenian (Eastern) (near-native)  
Bulgarian (proficient)  
Macedonian (proficient)  
Serbian (proficient)  
Croatian (proficient)  
Bosnian (proficient)  
Ukrainian (proficient)  
Belarusian (proficient)  
Czech (proficient)  
Slovak (proficient)  
Polish (proficient)

### SPECIALIZATION:

Academic and personal documents, Business, Law, Economics, Marketing, Medicine (General, Clinical Trials, Pharmacovigilance), Advertising, Arts, Education, Fiction, History, Psychology, Social Science.

### WORK EXPERIENCE:

#### **Trustforte Language Services**

**(1996 – PRESENT)**

*Vice President, Special Projects, Manager/Translator/Interpreter/Editor/*

- 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.
  - 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 documents, scientific and art/literature related articles, academic documents, and other marketing studies from English, Russian, Bulgarian, and other Slavic languages; translate and prepare business presentations in Russian and English languages; proofread and edit various documents in both languages; interpret at international business conferences, meetings, EBT's, and in courts;

#### **CP Language Institute:**

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.

#### **Comtek Expositions:**

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 at the international phone conferences; proofread various documents in both languages.

#### **MEMBERSHIPS** (*Relevant Affiliations*):

Proz.com / ATA (represented by Trustforte Language Services)