

## FREELANCE TRANSLATOR

English & Russian



### PROFESSIONAL QUALIFICATIONS

- ✓ Effective, responsible, and professional
- ✓ Experience completing freelance translations in the legal field
- ✓ Experience reading legal documents
- ✓ Advanced PC user, skilled user of Microsoft Office, Trados
- ✓ Accurate and extremely task-oriented
- ✓ Expert in English, Russian native speaker
- ✓ 91 WPM typing speed
- ✓ Core principles are: sincerity, honesty, decency, responsibility.

### EDUCATION

Washington State University • 2008-2010

*Bachelor of Social Sciences*

Minor in Human Development, International Business, and Business Administration

Tacoma Community College • 2005-2007

*Associate Degree in Arts and Sciences*

Fulfilled prerequisite for Nursing

### WORK EXPERIENCE

Freelance Translator ENG-RU

*TransLink* <http://www.t-link.ru/> • 09.2010 – present

*T&T Translations* <http://ttranslations.at.ua> • 01.2010 – present

Lectures Transcriptionist • 11.2010 – present

*Washington State University Online, Pullman, WA* <http://www.online.wsu.edu>

Virtual Mentor • 09.2010 – present

*Washington State University Online, Pullman, WA* <http://www.online.wsu.edu>

Responsible for helping students with non-instructional and technical questions

Website Content and Book (*Challenging Death*) Translator RU-ENG • 03.2011-12.2011

*Dr. Shirdel's Clinic, Belaya Cerkov, Ukraine* [www.drshirdel.com/en/](http://www.drshirdel.com/en/)

Website Content Translator RU-ENG • 06.2010 – 08.2010

*Website Content Translation for www.psychonomy.com.ua*

Office Assistant • 2005 – 2007

*Albertson Law Offices, Tacoma, WA*

Responsible for opening new files and office-keeping tasksetc.

Front Desk Worker • 2006 – 2007

*Tacoma Community College Foundation, Tacoma, WA*

Assisting students and donors; answering phone calls; mail management and distribution; data collection and input into college database

### PROFESSIONAL REFERENCES

Esther Bay  
Secretary  
Albertson Law Offices  
166622 132<sup>nd</sup> AVE E  
Puyallup, WA 98374  
Phone: 253-840-1120  
Email: [estherandterry@comcast.net](mailto:estherandterry@comcast.net)  
Attached: Letter of recommendation from Esther

Dan Worthen  
Faculty  
Tacoma Community College  
6501 South 19th Street, Tacoma, WA 98466  
Phone: 253-474-9129  
Email: [dworthen@tacomacc.edu](mailto:dworthen@tacomacc.edu)

More references upon request!

*Looking forward to working with you! Sincerely, YuliyaGerasimova*