

Samira Parris

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Professional Summary:

Multi-skilled Interpreter, Translator, Teacher with professional work experience translating, interpreting, teaching English, Russian, Turkish and Azerbaijani in diverse areas with **an active Secret Clearance (In the process for TS/CI Poly)**

Key Skills

- Solid experience translating, interpreting, teaching (English, Russian, Spanish, Turkish and Azerbaijani) in all areas: business, legal, political, commercial and cultural
- **20 years active translation and interpretation experience**
- Excellent communication, interpersonal and client relations capabilities
- Experienced in observing tact and discretion for dealing confidential information
- Provided simultaneous, consecutive, phone, escort/travel interpreting, conference and whisper interpretations.

Experience

CyraCom Language Solutions (40+ hours) (Hours depend on projects) January 2020 to present

- Conduct telephonic and in-person translation and interpretation services to various customer from different backgrounds
- Annotating data with linguistic, syntactic, semantic, pragmatic, phonetic, phonological, and prosodic information
- Familiarity with medical terminology, insurance terms and policies, legal terms, government immigration office, and various emergency situation calls, and etc.
- Conducting translation for USCIS – naturalization exams, green card interviews and visa interviews.

Diplomatic Language Services (DLS), Translator/Interpreter, USA, from January 2009 to present on demand (40+ hours) (Hours depend on projects)

- Conduct screening to check on language proficiency of a foreign language (Azerbaijani, Russian, and Turkish). Teach diplomats and government officials assigned to Foreign Services – Azerbaijani, Russian, and Turkish languages.
- Conduct open source research, translation, and interpretation of more than 40 Russian and Turkish foreign documents using diverse research systems in order to provide advanced analysis in response to specific threats.
- Draft reports and abstracts after analyzing valuable foreign open source media outlets and various social media engines in order to facilitate detection of cyber threats and provide incident reports based on emerging threats.
- Perform summaries, extracts, full and verbatim transcripts, and translations of audio and written materials, ensuring preservation of nuances and sublets of original text.

- Translate, transcribe, and analyze work of foreign media and foreign language audio files in Russian, Azerbaijani and Turkish.

Khazar University, Translator/Interpreter, Azerbaijan, January 2000 – January 2008 (40+ hours) (Hours depend on projects)

Translated and interpreted in multiple languages: English, Turkish, Russian, and Azerbaijani for the university. Taught Advanced English classes for undergraduate and graduate students

Qafqaz University, Language Instructor, Azerbaijan, January 2000 – January 2008 (20 hours)

Conducted English/Russian/Azerbaijani classes for Qafqaz University undergraduate and graduate students, taught advanced conversation and composition, including teaching oral presentation skills and business writing

Khazar University, Azerbaijani Language, Grammar and Literature, Azerbaijan, January 2000- January 2008 (20 hours)

Conducted classes for Khazar University undergraduate and graduate students; taught grammar and literature development and delivery, created and conducted mid-term and final exams, assigned and graded course papers, worked cooperatively with other teachers in developing and sharing curriculum strategies; participated in all staff and department meetings; maintained accurate records and grades for students; focused on improving students grammar, listening, writing and speaking skills, mentored novice teachers in curriculum, lesson planning, classroom management, and grading, etc.

Qafqaz University, European Union Law Instructor, Azerbaijan, January 2004 – January 2008 (20 hours)

Taught undergraduate and graduate law students on European Union Law. The class focused on the following topics: European Legal Order, Governance of the European Union, EU Competition Law, and EU Legal Systems in Comparison with the United States.

Qafqaz University, International Conflicts Instructor, Azerbaijan, January 2004 – January 2008 (20 hours)

Instructed undergraduate and graduate law students specifics of international conflicts, including the historical background, theoretical understanding of each conflict by considering how major theories for conflicts developed within the international relations literature help to explain the conflicts.

United Nations Projects, Translator/Interpreter in English, Russian, Turkish, Azerbaijani languages, Azerbaijan, January 1999 – January 2008 (40+ hours) (Hours depend on projects)

Provided consecutive or simultaneous translation between for political and legal texts and conversations in English, Azerbaijani, Russian and Turkish. Verified information from original text in order to ensure appropriate interpreting. Ensured that all written translations conform to the original text in terms of technicality and terminology.

Education

Master of Arts in Russian in progress, Middlebury Language Schools, Middlebury, Vermont
Doctor of Modern Languages in Russian and Spanish Programs, Middlebury Language Schools, Middlebury, Vermont

M.B.A., Finance and Marketing, 2009, Lindenwood University, Saint Charles, MO

M.A., Political Science and International Relations, 2005, Khazar University, Baku, Azerbaijan

Bachelor of Law, 2004, Khazar University, Baku, Azerbaijan

Certification in Accounting, 2014, Northern Virginia Community College, Alexandria, VA

Languages

Fluent in five languages Russian, Turkish, Azerbaijani, English and Spanish

Computer Skills

SAP, Hyperion Essbase, Oracle, PeopleSoft, SAS, SQL, Microsoft Dynamics GP, Black Mountain Software, NetSuite, SmartView, SharePoint, QuickBooks, Microsoft Money, Quicken, Smart Counsel / Direct Invoice, Tymetrix T360, MS Excel/Word/Access/PowerPoint, VBA, Adobe Photoshop and Lotus Notes.

Synopsis of Achievements

- Managed language projects related to oral and written translations in five languages: English, Azerbaijani, Russian, Turkish and Spanish
- Converted 2000 text document into English, Turkish, Russian and Azerbaijani languages for the purpose of easy referencing for foreign delegates
- Developed a dictionary with common words and phrases used in the industry, spanning four languages
- Passed Leidos English Language Proficiency Test
- Passed FBI DLPT-R-MC, DLPT-L-MC tests
- Passed CyraCom Language Proficiency Tests.