



## Yelena Valesa

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### Objective

Seek the Challenging Interpreter/Translator Position

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### Major Accomplishments

#### Skills:

Excellent communication and presentation skills in Russian, Ukrainian, and English. More than ten years of experience. Five years of ESOL (English Speakers of Other Languages) classroom. ESOL Instructions, Ability to follow lesson plans, Student record management, Classroom management and discipline, Parent/Teacher conferences, IEP documentation translation and interpretation. Free-lance online translator. Ability to translate complicated texts, medical documentation, business and official related documents. Ability to edit and review other translations.

#### Computer Skills:

Excellent computer skills (MS Office, Word, Access, Excel, Power Point, Adobe Acrobat, Trados, Promt).

**Personal Qualities:** Punctual, responsible, purposeful, communicative. Highly motivated and results oriented with the ability to plan ahead.

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### Professional Experience

- 2006 - Present    **Sedalia School District #200, Sedalia, MO**  
**District Russian/Ukrainian Translator/Interpreter**
- 2005 - 2006      **Excel Bank, Sedalia, MO**  
**Courier/Interpreter**
- 2000 - 2005      **European Food and Coffee Shop, Sedalia, MO**  
**Co-owner**
- 1994 - 2000      **Private Home, Portland, OR**  
**Nanny/ Russian Language Tutor**

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### Education

## **Education**

- 1990      **Ukrainian High School #16, Izmail, Odessa Region**  
**Diploma German GPA: 12**
- 1989      **Department of English and German Languages and Literature, Izmail,**  
**Odessa Region**  
**English Language Certificate**
- Department of English and German Languages and Literature (English Class)  
- Izmail City, Ukraine.