**Translator**

Natalia Mavani

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Belmar NJ

07719

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**ACADEMIC QUALIFICATIONS**

BA in linguistics

Astrakhan State University

2001-2006

English – major

Teaching methods/translation and interpretation methods – minor

**PERSONAL SUMMARY**

A multi-skilled, reliable and talented translator with a proven ability to translate written documents from a source language to a target language. A quick learner, who can absorb new ideas and can communicate clearly and effectively with people from all social and professional backgrounds. Articulate and fully aware of diversity and multicultural issues. Flexible in the ability to adapt to challenges, when they arise and at the same time remaining aware of professional roles and boundaries.

**WORK EXPERIENCE**

Belmar Inn

Bilingual receptionist

Translator and Interpreter March 2008 – June 2012

Working a full time bilingual receptionist, providing translation and interpretation service to clients, where needed. Involve in converting the documents from one language into another.

DUTIES

* Researching phraseology in hospitality and other culture related topics to ensure the correct translation is used
* Providing guidance and feedback and creating customer-specific style guides
* Translation documents/letters from foreign language to English and vice versa.
* Reviewing and proof-reading mother-tongue text
* Conducting face-to-face interpreting
* Telephone interpreting
* Excellent English speaking and written skills
* Booking international reservations

**KEY SKILLS AND COMPETENCIES**

- Able to fluently speak Russian and English

- Excellent communication and social skills

- Able to work to tight deadlines

- Able to work under the pressure

- Able to prioritize work

**OTHER**

Volunteer translations for “Fairy Kiss” (translating manga from English to Russian)

Translations for sick children, who need documents to be translated for their overseas treatment.

**RATES**

$0.10 PER WORD

Rates depend upon the complexity of each document, but they are all negotiable.