**Olga Tereshina**

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TRANSLATOR / EDITOR (ENGLISH -RUSSIAN)

SUMMARY

Dedicated, adaptable professional with education in Foreign languages. 8+ years of experience teaching and translating. Proven experience (syntax, morphology, lexicography) on native languages. Excellent communication, interpersonal, and organizational skills.

***Languages:*** *Native Russian, English, working knowledge of German*

***Technical Skills:*** *Microsoft Office (Word, PowerPoint, Excel), TRADOS, FineReader, SPSS, and other relevant computer programs, typing in Russian*

PROFESSIONAL EXPERIENCE

**Self-Employed, Edgewater, NJ** June 2016 – Present

*Independent Researcher*

* Organized, transcribed, translated, reviewed materials (published and online) utilizing tools/software TRADOS (documents, cosmetic, engineering, IT, finance, consumer goods, tourism and leisure, articles, legal, government)
* Processed information, made written reports and took detailed notes, represented the documentation, performed computational linguistic work in several languages.
* Conducted own research about World War II and support multiple projects
* Searched libraries, on-line catalogs and databases

 **Russian State Social University, Moscow Russia**  Sept 2011 – Jun 2016

**Moscow Aviation Institute, Moscow, Russia,** Feb 2008 – Aug 2011

Military University, [Ministry of Defence of the Russian Federation](http://eng.mil.ru/en/index.htm)

*Associate Professor, Department of Sociology and History*

* Lectured, created course materials, conducted research projects
* Presented news as blogs, documents’ collections, news to websites, articles
* worked with not Russian-speaking students (Arabs, Chineses, Koreans, Latin Americans)
* Coordinated international educational/tourism student program (Russian, Hungarian)
* Translation experience (my example of translation into Russian is the book “Drones: An Illustrated Guide to the Unmanned Aircraft that are Filling our Skies” Martin J. Dougherty
* Socio-Cultural Analise

EDUCATION

**Bryansk State University, Bryansk, Russia**

*Ph.D. in History, 2008*

*B. D. in "The translator in the sphere of professional communication" (English), 2006*

**The Cooper Union School of Engineering, New York, NY**

**Certification courses in:** *Software Quality Assurance (QA) – Manual Testing, 2017*