

***Yekaterina Zvereva***

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*99365 88-75-87, 43-31-16*

**EDUCATION**

**Moscow Institute of Economics and Humanities**  Moscow, Russia

* B.S. Accountancy, Analysis, and Audit (Honors Program); GPA 3.85/4.0 *2004-2010*

**Computer Systems Institute** Chicago, USA

* Business English Program *2011-2013*

**EXPERIENCE**

**Teacher/Translator** Ashgabat, Turkmenistan

Private Practice *9/2014-till present*

* Written translation of law, technical and economic documentation, as well as literary translation.
* Performing written, concise and full interpretation/translation in a timely manner.
* Providing translation services in strict accordance with semantic, lexical and stylistic content of the originals.
* Conducting educational work with children, students and adults.
* Using a communicative approach with emphasis on developing of conversational skills.

**Hisense Turkmenistan** Ashgabat, Turkmenistan

Translator *9/2013-9/2014*

* Performed written translations of technical, construction, economic and law documentation of the company.
* Assisted as an interpreter in negotiations with international partners.
* Conducted correspondence with international suppliers in English language with its further translation into Russian.

**Chicago Elite Cab Corp.** Chicago, IL

Administrative Accounting Assistant *7/2012-3/2013*

* Translated financial documentation of the company.
* Received payment by cash, check, credit cards, vouchers and monitored accounts for over 800 company drivers.
* Answered customers' questions, and provided information on procedures and policies.
* Kept periodic balance sheets of amounts and numbers of transactions.
* Posted charges against employees' accounts and compiled credit card reports.
* Resolved customer complaints in a timely manner.

**Malaysia Marine & Heavy Engineering Sdn. Bhd.** Ashgabat, Turkmenistan

Administrative Assistant *4/2010-6/2011*

* Performed written and oral translations from/into English.
* Managed and monitored travel expenses and arrangements for over 500 people commuting between Turkmenistan and Malaysia.
* Coordinated with an employment agency to recruit and onboard new employees.
* Performed written and oral translations from/into English.
* Organized the maintenance of the office building and ordered office supplies.

**Embassy of the United States of America in Turkmenistan** Ashgabat, Turkmenistan

Realty Consultant *7/2009-3/2010*

* Prepared documentation and translations for negotiations.
* Researched residences for American Diplomats and negotiated the lease agreements.
* Composed business letters in English, Russian and Turkmen languages.
* Served as a liaison between landlords and the U.S. Embassy to resolve any disputes in a timely manner.
* Ensured that rent payments were distributed on time.
* Assisted as an interpreter during lease negotiation process.

**Turkmenistan Airlines** Ashgabat, Turkmenistan

Flight Attendant *6/2007-6/2009*

* Performed oral translations during the work with international passengers.
* Directed and assisted passengers aboard the aircraft.
* Announced and demonstrated safety and emergency procedures.
* Checked food, beverages, blankets, reading material, emergency equipment, and other supplies before and during the flight.
* Inspected passenger tickets to verify information and obtained destination information.

**International Fund of Saparmurat Turkmenbashi** Ashgabat, Turkmenistan

HR Manager *9/2004-8/2006*

* Translated into English contracts and agreements of the trade department of the company.
* Provided telephone interpreting service during ordering of international equipment.
* Created Ad-hoc reports for Chief Accounting Officer in order to submit quarterly reports to the Executive team.
* Assisted the Accounting Manager in the creation of the Income Statement, Balance Sheet, and Statement of Cash Flow.
* Calculated and reconciled payroll and corresponding taxes in order to correctly distribute salary to employees.
* Drafted purchasing contracts for a division of the Fund, and ensured that the goods cleared customs in a timely manner.
* Ensured all regulatory requirement regarding new-hires were met.

**ADDITIONAL \_\_\_\_\_\_\_\_**

* Proficient in Microsoft Office, English and Russian languages. I am currently improving my knowledge in CAT programs (Déjà vu and Trados).

**Personal qualities**

* I am a responsible and diligent optimist, who always strives to develop professionally. My interests and hobbies are sports and art. My dream is to translate a book.