

Albina A. Akhmedova

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EMPLOYMENT

SPS TRADUÇÓES Position: Freelance Professional <u>Medical</u> Translator Russian/English/Turkish	11/2015 - Present
KP LINGO Position: Freelance Professional <u>Immigration</u> Translator Russian/English/Turkish	10/2015 - Present
HIZLI CEVIRIM Position: Freelance Professional <u>Legal</u> Translator Russian/English/Turkish	06/2015 - Present
ALL CORRECT LANGUAGE SOLUTIONS Position: Freelance Professional <u>Business</u> Translator Russian/English/Turkish	04/2015 - Present
SORROR LANGUAGE SERVICES Position: Freelance Professional <u>Legal</u> Translator Russian/English/Turkish	03/2014 - Present
COMPASS INTERPRETERS (MVCCR), USA Position: Professional <u>Various Fields</u> Translator Russian/English/Turkish	02/2012 - Present
BPAS, USA Positions: Retirement Plan Consultant	09/2009 – 12/2012
IMEX LLC, USA Position: Office Manager	02/2006 - 02/2009
ANAPA Industrial College, Russia Position: Information Technologies Teacher	07/2003 – 02/2005

EDUCATION

State University of New York Institute of Technology, USA Major: Accounting. GPA: 3.33 (Bachelor of Science)	08/2008 – 12/2010
Mohawk Valley Community College, USA Major: Accounting. GPA: 3.6 (Associate of Applied Science)	08/2005 – 05/2008
University of Economics Nevinnomisk, Russia Major: Accounting (Completed one year of course work)	09/2003 – 02/2005
Anapa Industrial College, Russia Major: PC Programming GPA 4.0 (Associate of Applied Science)	09/2000 – 06/2003

SKILLS

- Experienced Translator of Legal and Immigration Documents, Contracts, Certificates, Diplomas, Instructions, Website, Brochures, Technical and Word to Word Translations.
- Native Tongues Russian and Turkish, proficient and fluent in English.
- Proficient in using MemoQ, MemoSource, Trados, MS Word, MS Excel, Adobe Acrobat/Adobe Reader, Point of Sale, QuickBooks, Trade Manager, OMNI, and PTM.
- Highly organized and dedicated with a positive attitude.
- Able to handle multiple assignments.
- Fast learner and always open to new projects.

ACHIEVEMENTS

- ASPPA QPA Certificate (June of 2014) and QKA Certificate (June of 2013)
- President's List Certificate of Achievement (Summer of 2010, Spring of 2007, and Fall of 2005)
- Holder of a Red Diploma in Programming – Graduated with Excellence.

References upon request.