

Indira Shakirova

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Statement	From being a freelance journalist in Kazakhstan, to translating medical and legal documents in New York, I have an eye for detail in the nuances of both the Russian and English languages. With nearly eight years of translating experience, I deliver on more than just a word for word translation; I capture the meaning and concepts in your original text and help to recreate it for full impact in either target.
Competencies	Native Russian Speaker Fluency in English Basic German Translation & Interpretation Proofreading & Editing Quality Assessment Transcription Transliteration
Specialties	Literature, Business & Marketing, Journalism, Travel/Tourism & Hospitality, Legal, and Medical
Experience	Freelance Interpreter & Translator World Services Translation and Interpreting Services Agency, New York, NY and Jacksonville, FL <i>July 2012 - Present</i> Provide in person and remote translation service for Law Offices and Legal Services, Medical Offices, and Hospitals Medical & Business Translator, Bookkeeping & Collections Quality Laboratory Services, Sherman Abrams Laboratory, & Ultimate Billing, Brooklyn, NY <i>November 2009 - Present</i> Responsible for accounts receivable and conducting business with private insurance companies, clients, medical offices, and patients in both Russian and English fluently Reconciled payments and checks in accounting system Prepared monthly billing and collection reports in both languages Collected debt payments resulting in 80% positive responses from debtors

Provided bilingual customer service

Legal Translator & Bookkeeping

Law office of Stella Mednik, Brooklyn, NY

February 2009 - November 2009

Responsible for accounts receivable as well as conducting business with in both Russian and English fluently

Preparing and translating documents for arbitration and legal proceedings

Prepared paperwork for attorney review and filing in both English and Russian

Education

Bachelor of Arts in Translation & Interpretation

Innovative University of Eurasia, Pavlodar, Kazakhstan

07/2013

Special course of study in Linguistics, Syntax and Morphology, Phonology and Phonetics.

Language study in English, Old English, Russian, Old Russian, and German.

Certification in Small Business Management & Administration

Allied Business School, Atlantic Beach, FL

10/2012

Computer

Trados Studio and Wordfast

Points of Interest

Lover of classic literature

Budding oil painter

Astrology enthusiast

Dombra player since childhood

Amateur journalist for the Irtysh and Zvezda Pryirtyshiya papers in Kazakhstan

Avid poet...

“Дверь. У каждого есть выбор.

Открыть. Закрыть. Оставить приоткрытой.

Смотреть сквозь щель; в глазок на жизнь, что пролетает
на то, чего не смог когда-то ты исправить.”

References

Available upon request