

RAISSA TSOY

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SUMMARY OF QUALIFICATIONS

- Bachelor degree in English Language
- 10+ years of professional experience in Foreign Service, Legal and Administrative sectors
- Excellent command of Russian language, as mother tongue, including all aspects of language proficiency plus cultural understanding and localization
- Fluency in English language including reading comprehension, writing, research and analytical skills
- Translation of government and office documents
- Interpretation of Legal/Immigration matters
- Professional integrity, dedication, and reliability
- Excellent customer service skills
- High degree of confidentiality and discretion
- Strong organizational and time management skills
- Great capacity and passion for learning new things
- Detail-oriented, accurate
- Able to work well as part of a team and independently
- Great interpersonal skills
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), Macintosh OS

HIGHLIGHTS OF RELEVANT EXPERIENCE

As Legal Assistant at McCrea & Associates Immigration Lawyers, Vancouver, Canada

- Worked as an Interpreter from Russian to English and vice versa during telephone and direct communications between lawyers and clients
- Maintained communication with clients exercising high level of customer service with tact and discretion

As an Administrative Assistant to the Office of Health and Education at U.S. Agency for International Development (USAID), Almaty, Kazakhstan

- Produced oral and written Translation of government official documents from Russian to English and English to Russian
- Served as an Interpreter on administrative and office matters
- Prepared material for conferences and meetings in Russian and English languages
- Conducted liaison and interpretation between US personnel and local authorities

EDUCATION

B.A. English Language	Almaty Pedagogical Institute of Foreign Languages Almaty, Kazakhstan
Diploma, Legal Assistant	Thomson Education Direct, Montreal, Canada
Diploma, TESL	Vancouver Career College, Vancouver, Canada
Certificate, Translation Professional	Global Translation Institute, Portland, USA